

## ABOUT PRESBYTERIAN COLLEGE

### Mission Statement

The compelling purpose of Presbyterian College, as a church-related college, is to develop within the framework of Christian faith the mental, physical, moral, and spiritual capacities of each student in preparation for a lifetime of personal and vocational fulfillment and responsible contribution to our democratic society and the world community. The following goals guide the College in its attempt to fulfill its mission:

- To help students gain a basic knowledge of humanities, natural sciences, and social sciences; a special competence in one or more particular areas of study; and an ability to see these studies as part of the larger search for truth
- To develop in students the ability to think clearly and independently, to make critical judgments, and to communicate effectively in both speech and writing
- To foster in students an aesthetic appreciation of the arts and literature
- To acquaint students with the teachings and values of the Christian faith
- To help students develop moral and ethical commitments, including service to others
- To help students attain a sense of dignity, self-worth, and appreciation of other persons of diverse backgrounds
- To encourage in students an appreciation for teamwork and for physical fitness and athletic skills that will contribute to lifelong health
- To foster in students an appreciation of, and concern for, the environment and natural resources

## ABOUT PRESBYTERIAN COLLEGE ATHLETICS

### Mission Statement

Presbyterian College varsity athletics are founded on the value of team and individual sports as being an integral part of the educational process. Profoundly based on the ideal of being students first and athletes second, varsity participants are granted no special privileges and must meet academic, admission, and other College requirements. The purpose of Presbyterian College varsity athletics is to provide for those students who desire an opportunity to participate in varsity sports within a wholesome atmosphere, which strives for optimum and spirited performances within the context of good sportsmanship, Christian attitudes, and in compliance with all federal, state, NCAA, conference, and College rules and regulations.

### Blue Hose

The nickname of the Presbyterian College athletic teams, a Blue Hose has come to mean a fierce, Scottish warrior. The name was originally a shortened version of 'Blue Stockings,' which a local sports writer called the football team when players started wearing blue socks as part of their uniform around 1915. 'Blue Stockings' was gradually abbreviated to 'Blue Hose,' particularly in newspaper headlines. PC's student body informally adopted the moniker in the 1950s, and the College officially adopted the nickname in 1954.

### Scotty the Scotsman Mascot

The Presbyterian College mascot, Scotty the Scotsman, was unveiled in January 2011. The embodiment of a Blue Hose, Scotty is a warrior with all the qualities expected of a Scotsman: strength, honor, valor,

and a sense of duty. Fans can find Scotty on the sidelines of sporting events, cheering on the crowd, and making appearances where the Blue Hose are represented.

### **Teams**

Presbyterian College supports 19 varsity teams, consisting of approximately 400 student-athletes. Men's programs include football, soccer, golf, cross country, basketball, baseball, tennis and wrestling. Women's programs include volleyball, soccer, golf, cross country, cheerleading, basketball, lacrosse, softball, tennis, wrestling, and acrobatics & tumbling.

### **Administration**

Rob Acunto, the Director of Athletics, oversees the entire Presbyterian College Athletic Department. Aiding him are the following team members:

- Dee Nichols, Senior Associate Athletic Director for Internal Operations and Senior Woman Administrator
- Megan Whitaker, Associate Athletic Director for Compliance and Academic Services
- DJ Elmore, Associate Athletic Director for Sports Medicine
- Brent Stastny, Assistant Athletic Director for Strategic Communications

For a complete listing of the department staff, go to [www.gobluehose.com/staffdirectory.dbml](http://www.gobluehose.com/staffdirectory.dbml).

### **Student-Athlete Advocacy Committee (SAAC)**

The Student-Athlete Advocacy Committee (SAAC) serves as the liaison of student-athletes to the Athletic Department. The SAAC has a three-fold purpose. First, it contributes to governance of the Athletic Department and its sports teams. Second, the SAAC is in charge of organizing and promoting community service efforts while encouraging unity and a common purpose between all student-athletes. Lastly, the SAAC is responsible for the general welfare in athletics, academics, and life skills of the student-athletes it represents.

### **Student-Athlete Affairs**

The Student-Athlete Affairs initiative is supported through the SAAC to foster an environment in which student-athletes can find success in the areas of academics, athletics, personal development, career development, and community service. The Athletic Department intentionally partners with the Campus Life Office to develop and deliver many of the activities and events for the Student-Athlete Affairs program in keeping with the commitment of PC to fully involve our student-athletes in the life of the College. The Student-Athlete Affairs program annually addresses drug and alcohol education, and a survey of the SAAC suggests additional topics to be addressed with student-athletes. Topics have included health and wellness, resume writing, dinner etiquette, community service, and leadership.

### **Gender and Diversity Statement**

Presbyterian College athletics is committed to inclusion and diversity to guarantee respect, equal opportunity for resources and services to men's and women's sports programs, and to student-athletes of all cultures, religions, sexual orientations, races, and socioeconomic and educational backgrounds. The athletic program supports the regulations for Title IX and gender equity and encourages diversity among staff and student-athletes.

### **Justice, Equity, Diversion and Inclusion Division**

The newly established division brings together the knowledge and expertise of people from multiple areas to envision and implement strategies to generate a just, equitable, and inclusive learning

environment for all Presbyterian College faculty, staff, and students. The Justice, Equity, Diversity, and Inclusion Division will consist of Counseling and Wellness, Accessible Education (formerly known as Disability Services,) as well as the Presby First+ and Jacobs Scholars programs.

The division is led by the VP for Justice, Equity, Diversity and Inclusion, Dr. Selena Blair. Her office is temporarily located in Smith Administration building.

**Non-discrimination, Clery, and Title IX disclosure Statement**

Presbyterian College is an equal educational opportunity institution. The College’s admission standards and practices are free from discrimination on the basis of age, sex, race, creed, color, disability, ethnicity or national origin. As required by the Jeanne Clery Disclosure of Campus Crime Statistics Act, information regarding crime statistics, campus safety, crime prevention and victim’s assistance is available on the PC website at <http://www.presby.edu/campus-life/campus-police/crime-prevention/crime-statistics/>. A paper copy of the report is available by request. In Compliance with Title IX, Presbyterian College does not discriminate on the basis of sex in the education programs or activities it operates. Questions regarding Title IX may be referred to the Presbyterian College Title IX Officer or to the Office of Human Resources. More information is available at <http://www.presby.edu/title-ix/>.

Presbyterian College is committed to promoting a campus environment where sexual assault, domestic violence, dating violence, stalking, and exploitation are not tolerated.

College faculty, staff and students are expected to do their part to prevent and address violence. Sexual assault, domestic violence, dating violence, and stalking are violations of Presbyterian College policy and should be reported.

**When the College becomes aware of allegations of sexual misconduct, it will take prompt and effective action.**

The College’s response will be overseen by the Title IX coordinator. For violations or inquiries, please contact:

**Terri Tibbs**

Vice President Human Resources and Title IX Coordinator  
Presbyterian College  
Office of Human Resources  
Smith Administration Building  
Clinton, South Carolina 29325  
Email: [trtibbs@presby.edu](mailto:trtibbs@presby.edu)  
Office: 864 938 3722

Athletics point of contact:

**Dee Nichols**

Senior Woman Administrator  
Johnson-Calloway Building Office 104  
Email: [danichols@presby.edu](mailto:danichols@presby.edu)  
Office: 864.833.8254  
Cell: 864.923.3454

### **Scotsman Club**

The Scotsman Club, created in 1937 as the Walter Johnson Club, is composed of the alumni, parents, and friends of Presbyterian College and Blue Hose athletics. Its purpose is to provide athletic scholarships for student-athletes who best represent the ideals of PC.

### **STUDENT-ATHLETE CODE OF CONDUCT**

The Presbyterian College Department of Athletics mandates its student-athletes, coaches, trainers, and staff to conduct themselves in a manner that creates a positive image of the values associated with the College, the applicable Conference, and the NCAA. In accordance with this goal, the following Code of Conduct for student-athletes has been developed.

#### **Code of Conduct for Student-Athletes**

Presbyterian College and the Department of Athletics have adopted the following Code of Conduct to represent the expected ethical conduct principles and standards for all intercollegiate athletics participants. Annually all student-athletes will sign the statement below, acknowledging they have read the Student-Athlete Handbook and attesting to their willingness to adhere to the principles set forth in this document.

As a student-athlete, you are subject to all rules and regulations that are required for individual participation on a specific intercollegiate athletic team. While those rules may be unique to each team, they are presented to student-athletes by the coaching staff of each team with the full support of the Department of Athletics and the College administration.

As a member of the Presbyterian College Department of Athletics, you are a representative not only of your team but of the College. As a student-athlete, you are expected to conduct yourself on- and off-campus in an honorable manner that reflects positively on the College. You are expected to uphold high standards of integrity and behavior at all times, which reflect well upon yourself, the intercollegiate athletic program, and Presbyterian College. Specifically, the Presbyterian College Department of Athletics Code of Conduct for Student-Athletes includes the following principles:

- Athletics participation is a privilege, not a right.
- Good sportsmanship, fair play, and ethical conduct are basic expectations in the pursuit of athletics excellence at all times. This includes the language used. Anything less will not be tolerated and will be possible grounds for dismissal from the athletics program. (See NCAA Bylaw 2.4 Principle of Sportsmanship and Ethical Conduct.)
- Respect for the intrinsic dignity and worth of all persons, regardless of race, ethnic origin, religious preference, sexual orientation, or gender, must be acknowledged in all student-athlete actions. Any discriminating or harassing behavior will be immediately addressed.
- Physical and/or verbal abuse (including any actions, words, or gestures toward team members, coaches, opposing players, opposing coaches, fans and/or officials) during on-field of play or off will result in immediate disciplinary action and/or possible suspension or dismissal from athletics participation. This prohibited conduct includes hazing that is prohibited under the Student Code of Conduct.
- The Presbyterian College Athletic Department holds a zero tolerance policy on all forms of hazing. Hazing includes both physical activity (such as any sort of slapping or striking,

requiring consumption of any food or liquid, and requirement of exercise or physical activity) and humiliation of any form (such as requiring haircuts, the wearing of certain clothes or makeup, and public performance of songs, skits, or tasks), and is considered punishable through the Athletic Department, the Campus Life Office, or both.

- Any inappropriate use or posting of questionable or objectionable material on the Internet/social media may jeopardize a student-athlete's ability to continue to represent the Presbyterian College Athletic Department. Discovery of inappropriate use of the Internet/social media may result in penalties assigned by the College.
- Illegal use, manufacture, distribution, possession, and/or sale of controlled substances or paraphernalia associated with prohibited drug use are prohibited. As stated in the Presbyterian College Athletics Drug Policy, disciplinary action, including suspension and/or dismissal from athletics participation, will result from any involvement with illegal drugs.
- Abide by all NCAA and Big South rules, in fact, and in spirit. Each student-athlete is responsible for knowing the applicable rules.

Each student-athlete is expected to set a primary goal of obtaining a college degree. While the Department of Athletics supports wholeheartedly every effort to foster the intellectual development and graduation of student-athletes, responsibility for academic success ultimately rests with the student-athlete. Therefore, Presbyterian College student-athletes are expected to:

- Understand and adhere to the College's policy regarding academic integrity and Honor Code.
- Meet all academic eligibility standards, including progress-toward-degree requirements based on NCAA and College standards.
- Adhere to the College's attendance policy and the class attendance policy for student-athletes.
- Prepare for and attend all scheduled academic appointments.
- Discuss all schedule and major changes in advance with the Academic Services Coordinator to ensure there are no NCAA eligibility implications.
- Seek assistance from instructors before and when academic difficulties occur.
- Meet regularly with faculty advisor as required or needed (e.g., graduation plan, summer school).

Presbyterian College student-athletes are subject to several authorities governing conduct including but not limited to Team Rules, Student-Athlete Code of Conduct, the Garnet Book, Big South Conference, Southern Conference, NCAA, the State of South Carolina, and the United States.

In the case of behavioral problems which involve formal criminal charges by a law enforcement agency, the involved student-athlete(s) will be placed on suspension by the Department of Athletics until the facts of the incident are reviewed.

- In the event a student-athlete is charged with a felony, absent extraordinary circumstances as determined by the athletics and College administration, the student-athlete will not be permitted to represent Presbyterian College in competition until such time as the charge is resolved and all court, College, and athletics department conditions for reinstatement have been met.

- In the event a student-athlete is charged with a misdemeanor, absent extraordinary circumstances as determined by the athletics and College administration, all discipline will be handled by the applicable head coach, the SWA, Campus Conduct Officer, after review and approval by the Director of Athletics, relative to the circumstances, background, as well as current and past deportment of the student-athlete(s) involved.

In addition to any remedial actions under the authorities listed above, the Department of Athletics may impose additional actions such as: indefinite suspension from the team, immediate loss of athletic financial aid, and/or loss of participation privileges can be instituted in any case in which an individual's actions are inconsistent with the Code of Conduct expectations and other requirements in the Student-Athlete Handbook, as well as The Garnet Book, Big South Conference, Southern Conference, and NCAA rules, and state or federal law. The Director of Athletics and the applicable head coach will review each case and make an assessment based on the facts presented.

NOTE: The Student-Athlete Code of Conduct is not intended to be a comprehensive document, but rather is designed to provide student-athletes with an overview of their responsibilities. Presbyterian College Department of Athletics reserves the right to respond to any instances of student-athlete conduct deemed inappropriate, dishonorable or that otherwise violates the College's tradition of ethical conduct. Student-Athletes should contact their Head Coach or the Sr. Associate AD for Internal Operations/SWA with any questions about this. Any questions concerning Honor Coach violations should go to Associate AD for Compliance and Academic Services.

## **GRIEVANCE PROCEDURES**

Along with the PC general grievance procedure, which is outlined in The Garnet Book, if a student-athlete has a grievance pertaining to any situation or policy, he/she has the option of presenting it to a coach or Athletic Department administrator. If the student-athlete feels uncomfortable discussing the issue with a member of the Athletic Department, he/she may meet with either the Presbyterian College Faculty Athletic Representative or the Dean of Student Life. All discussions will remain confidential. In addition, the student-athlete may raise the issue with the SAAC. The Student-Athlete Advisory Committee consists of representatives from each team who provide student-athlete input into the administration of the athletic program. Specific grievance procedures (ex. financial aid, transfer rules) follow later in this handbook.

### **Student-Athlete Representation**

#### **1. Student-Athlete Advocacy Committee**

Along with performing the duties listed previously in this handbook, all student-athletes can use the SAAC as a communication outlet to Athletic Department administrators.

#### **2. Open Door Administrator Policy**

In order to best serve the student-athletes of Presbyterian College, all Athletic Department administrators adhere to an open door policy. While some issues should be addressed with head coaches first, all student-athletes are welcome and encouraged to meet with administrators regarding a variety of issues that may arise during their tenure at Presbyterian College.

#### **3. End of Season Survey**

All student-athletes complete an end of season survey, which offers an opportunity to anonymously give feedback on all aspects of their sports' program and address department policies and procedures. The

Director of Athletics reviews the survey results and uses the information in his performance evaluations of coaches and staff as well as in annual reviews of Athletic Department policies and procedures.

#### **4. Exit Interviews**

All student-athletes who are graduating, have exhausted eligibility, or are leaving the team or Presbyterian College will have the opportunity for an exit interview with an Athletic Department administrator. Here, student-athletes may discuss issues relating to their PC experience, and this helps administrators to identify the strengths of athletic programs as well as areas to focus on in the future. Student-athletes may have exit interviews with one or more department administrators.

### **RULES AND POLICIES RELATING TO ACADEMIC WELL-BEING**

#### **PC SPECIFIC POLICIES AND ACADEMIC SERVICES**

##### **Faculty Advisors**

Each student is assigned a faculty advisor who is responsible to assist in planning courses of study, helping with course registration and scheduling, to advise on how to study, and to aid the student generally in academic and personal matters.

##### **Class Attendance Policy**

Each academic department and the faculty member assigned to teach each class establishes the class's absence policy. Each course syllabus will specify the number of absences allowed in the respective class before penalties are imposed. A student-athlete who is absent more than the allowed number specified in the syllabus — **EVEN FOR COMPETITION**—is subject to academic penalties up to and including grade reductions and/or being dropped from the class with a failing grade assigned. The assigned faculty member also determines the penalties for the class absences.

IT IS THE RESPONSIBILITY OF THE STUDENT-ATHLETE to communicate early in the semester about competition related absences, to resolve any class conflicts and to make up (or make ahead) any assignments missed due to competition. If an attendance conflict can't be resolved, the student-athlete's responsibilities to the class will take precedence over competition. The head coach and other Athletic Department staff are available to help. Ultimately the student-athlete must work directly with the instructor to resolve class problems. In almost every case these conflicts can be resolved in a manner that permits the student-athlete to compete and to excel in the classroom.

The following recommendations are included for all student-athletes:

- A student-athlete should never miss a class for any reason other than authorized competitions, illness, or other emergency.
- Student-athletes should examine all course syllabi early in the semester to determine any conflicts between class schedules and their competition and travel schedules.
- Student-athletes should remind professors prior to any competition-related absence, and make plans to make up any missed work due to the absence.
- Know all professor's email address and office hours—go see them!
- If a student-athlete is about to be dropped from a class, or has been dropped from a class, the student-athlete **MUST NOTIFY** his or her head coach and the Associate Director of Athletics for Compliance immediately as being dropped from a class can impact eligibility.

**Communication**

The PC email system is the primary tool for official communication from the College to students. The college retains the right to send official messages to students at electronic mail addresses provided by the College, and the College expects students to both receive regularly and review and respond as appropriate to those messages.

**Career & Professional Development**

Career & Professional Development (CPD) is located on the second floor of Laurens Hall and programs, services, and events are open to all students regardless of major or class year beginning the first year of college. CPD gives students an opportunity to explore their career interests and understand their values and strengths, while identifying prospective employers and graduate schools. Students can schedule individual appointments to discuss a variety of career topics including: academic major exploration, career exploration, professional resume and cover letter preparation including LinkedIn profiles, job interview practice, graduate school research and planning, salary negotiation, networking, and internship experiences.

**Additional Academic Services**

PC also offers the following services, which are available to all students. More information can be found in the PC Academic Catalog: Library Services, Writing Center, Academic Success Office, Media Center, Office of International Programs.

**Requirements for Degree**

The basic requirements in qualifying for a bachelor’s degree from Presbyterian College are:

- Successful completion of the required general education courses
- Completion of the requirements for an academic major
- Successful completion of 122 semester hours of college-level work with a minimum of 48 hours successfully completed at Presbyterian College  
(NOTE: credit-hour requirements in some majors may increase required hours to more than 122 for these areas of study)
- Completion of all academic work with 2.00 cumulative grade point average (GPA)
- Completion of all courses used to complete the general education requirements with a 2.0 cumulative GPA
- Completion of all major requirements with a 2.0 cumulative GPA

For details of general education and major requirements, refer to the PC Academic Catalog.

**Classification**

Students are classified according to the number of hours completed:

0-27 hours	Freshman
28-59 hours	Sophomore
60-89 hours	Junior
90 hours and above	Senior

**ATHLETIC DEPARTMENT POLICIES AND ACADEMIC SERVICES**

**Athletic Academic Services**

The Associate Athletic Director for Compliance and Academic Services oversees academic support for all athletic teams and student-athletes and serves as the primary liaison between the Athletic Department, the Registrar, individual faculty members, and advisors in regard to the academic well-being of student-athletes. The Associate AD also monitors academic eligibility for all student-athletes and provides information and NCAA education where appropriate. Student-athletes with questions regarding academics, the NCAA, or academic eligibility or standing should contact the Associate AD for Compliance and Academic Services, Megan Whitaker.

### **Athletic Tutor Program**

All student-athletes have the opportunity to secure a tutor through the Athletic Tutor Coordinator by taking the following steps:

1. Student-athletes will be encouraged to speak with the professor first and to attend the Help Sessions provided by the department, if possible.
2. For additional assistance, the student-athlete should contact the Athletic Tutor Coordinator to request a tutor.
3. The student-athlete must complete the necessary Peer Tutoring forms before the first tutoring session.

It is the responsibility of the student-athlete to communicate with the tutor and schedule weekly tutoring sessions.

### **Obligations of the Student-Athlete**

- Be on time and meet all scheduled appointments
- Come with objectives for the tutoring session and bring all necessary materials, books, class notes, calculator, etc.
- Prepare for session by reviewing assignments, class notes, readings, etc.
- Be ready to ask questions; seek reinforcement, not re-teaching.
- Inform the Athletic Tutor Coordinator if you need to modify your tutoring sessions or need to find a different tutor.
- In cases of illness or emergency, the student-athlete should notify the tutor and Athletic Tutor Coordinator as soon as possible if unable to keep the tutoring appointment.
- Excessive tardiness and/or absences will result in dismissal from the Peer Tutoring Program.

### **Study Hall**

Individual coaches may assign study hall periods for student-athletes, as determined by their team.

## **RULES AND POLICIES RELATING TO ATHLETIC COMPETITION**

### **PC SPECIFIC RULES AND POLICIES**

#### **Team Travel**

Head coaches are responsible for the transportation of student-athletes from the campus to the competition site, and then the return to campus. Though student-athletes are expected to travel to and from the competition site with their team, they may occasionally request to travel to and/or from a competition site in a privately-owned vehicle by themselves or with a parent, teammate, or classmate. Normally, these instances occur when a competition coincides with a vacation or holiday period. Student-athletes who desire to do this must first receive their head coach's permission to travel separately from

the team and submit written documentation of the request from their parent/ guardian. Head coaches are not required to grant permission.

### Travel and Schedule Policy

In constructing athletic competitive schedules, the primary aim is to arrange schedules for each sport that will provide the most equitable competition possible within the framework of respective sports budgets and consistent with the objectives of each sports program and applicable Presbyterian College, Big South Conference, and NCAA regulations.

- No competitions are scheduled during exam weeks without approval from the Director of Athletics and the Big South Conference.
- A home contest cannot be scheduled before 1 p.m. on Sundays or 2 p.m. on class days unless it is a tournament involving numerous games.
- All contests and travel will be scheduled per the following bylaws:
  - 17.1.7.11.2 No Class Time Missed for Practice Activities. No class time shall be missed at any time (e.g. regular academic term, mini term, summer term) for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest. (*Adopted: 1/10/91 effective 8/1/91, Revised: 5/13/10*)
  - 17.1.7.11.1 No Class Time Miss in Conjunction with Nonchampionship Segment Competition—Baseball, Field Hockey, Lacrosse, Soccer, Softball and Volleyball. In baseball, field hockey, lacrosse, soccer, softball and volleyball, no class time shall be missed in conjunction with nonchampionship segment competition, including activities associated with such competition (e.g. travel and other pregame or postgame activities.) (*Adopted: 4/28/11, effective 8/1/11, Revised: 10/20/14 effective 1/1/15, 7/31/15, 4/26/27 effective 8/1/17*)

### Ticket Policies

According to NCAA Bylaw 16.2.1.1, participating student-athletes are allowed up to four complimentary tickets for home and away contests in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.

Bylaw 16.2.1.2 states that complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. “Hard tickets” shall not be issued.

Student-athletes are required to sign in to ARMS and submit their ticket designees prior to games. The list of designees must be submitted by the stated deadline prior to the scheduled event. The designee must present identification and sign in at will call to receive the complimentary ticket(s). No changes will be allowed after the stated deadline.

## NCAA RULES AND POLICIES / COMPLIANCE

The following information summarizes key NCAA rules that directly affect student-athletes and to which are attached significant consequences if student-athletes do not comply. The Presbyterian College Compliance Office assists all coaches, staff, student-athletes, and fans in understanding and abiding by the rules and regulations of the NCAA and the Big South.

### ELIGIBILITY

**General Requirements**

Each student-athlete has specific academic requirements to meet to be eligible for athletic practice and competition. The College’s Registrar and the Compliance Office review these requirements at the beginning of each semester.

**Minimum Enrollment**

Each student must be enrolled in at least 12 hours every semester. An exception to this requirement may be granted to a senior enrolled in his/her last semester, with written documentation from the Registrar that the student will graduate at the end of the semester with the reduced course load for which he/she is enrolled.

**Seasons of Competition**

A student-athlete shall not participate in more than four seasons of competition in any one sport. Student-athletes have five academic years to complete their seasons of eligibility. The calendar begins when the student-athlete first enrolls in a semester with a minimum full-time course load (12 or more hours).

**Progress Toward Degree**

A student-athlete must maintain progress toward completing a baccalaureate degree in order to be eligible for intercollegiate competition. Eligibility for competition is determined by a student- athlete’s adherence to the following guidelines:

	<b>BEFORE THE BEGINNING OF THE SECOND YEAR OF COLLEGIATE ENROLLMENT</b>	<b>BEFORE THE BEGINNING OF THE THIRD YEAR OF COLLEGIATE ENROLLMENT * Must declare a major prior to the beginning of classes</b>	<b>BEFORE THE BEGINNING OF THE FOURTH YEAR OF COLLEGIATE ENROLLMENT</b>	<b>BEFORE THE BEGINNING OF THE FIFTH YEAR OF COLLEGIATE ENROLLMENT</b>
<b>NUMBER OF HOURS COMPLETED</b>	24	N/A	N/A	N/A
<b>NUMBER OF HOURS EARNED DURING THE PREVIOUS FALL AND SPRING SEMESTERS **</b>	18	18	18	18
<b>CUMULATIVE GPA</b>	1.8	1.9	2.0	2.0
<b>NUMBER OF HOURS EARNED DURING THE PREVIOUS SEMESTER (FALL OR SPRING)</b>	6	6	6	6
<b>PERCENTAGE OF DEGREE REQUIREMENTS COMPLETED (Gen. Ed., required major courses, free electives needed to meet number of hours required for the degree)</b>	N/A	40%	60%	80%

**\*\*FOOTBALL ONLY:** student-athletes must earn 9 hours in each fall semester to retain full eligibility

### Transfer Regulations

Transfer eligibility regulations are extensive, and each case requires its own evaluation. It is ultimately up to the receiving institution to determine eligibility for competition, practice, and financial aid, along with qualification status for any available transfer exception. Student-athletes who wish to transfer should see the Compliance Office for specific steps, including:

- Initiating the notification of transfer process so that the student-athlete may initiate contact with other schools, and other schools may initiate contact with the student-athlete. A coach at another school and a student-athlete may not communicate prior to the student-athlete completing the written notification of transfer process with the Compliance Office and being added to the NCAA Transfer Portal database.
- Qualification status for the recently adopted One-Time Transfer Exception (Uniform Application). This new legislation is applicable immediately to student-athletes in ALL SPORTS who have not previously transferred from a four-year institution and are seeking eligibility during the 2021-22 academic year and thereafter. Fall and winter sports student-athletes must notify their institution of their intent to transfer by May 1, and spring sports must provide notification by July 1. *\*\*Exceptions to the deadline exist for midyear enrollees, and exceptions for the May 1 deadline for fall and winter SAs for head coaching changes and cancellation of aid occurring after May 1\*\**

Per Bylaw 13.1.1.3, the Presbyterian College Written Notification of Transfer form is required as the official written notification from a student-athlete to initiate the transfer process. Once the form is completed and submitted to the Compliance Office by the student-athlete, the Compliance Office will add the student-athlete to the Transfer Portal within 2 business days of receipt of the form AND completion of the educational module as required by NCAA legislation.

After a student-athlete submits the Written Notification for Transfer form, and in accordance with NCAA legislation, the institution has the discretion to:

- 1) Reduce or cancel the student-athlete's athletic aid at the end of the academic term in which notification of transfer was received. If a student-athlete provides written notification of transfer between regular academic terms (winter break, summer vacation) the institution may reduce or cancel the student-athlete's athletic aid immediately.
- 2) Review and determine on a case by case basis the student-athlete's status on the team and services that will continue to be provided to the student-athlete. This includes, but is not limited to: remaining on the team, use of athletic facilities, use of strength and conditioning facilities, use of athletic equipment, athletic academic services and sports medicine services.

All decisions with regard to consequences of submitting the Written Notification of Transfer form will be made by the Athletic Department in conjunction with the head coach. If a student-athlete withdraws their name from the Transfer Portal and/or requests to continue participation in their sport, their spot on the team, any athletic aid or other services are not required to be available to them.

Removal from the roster may take place upon a student-athlete's failure to adhere to team guidelines and/or policies. Otherwise, removal from the roster will take place upon signing the Voluntary Status Change Form.

Upon being removed from the roster, the student-athlete will no longer have access to strength and conditioning facilities, athletic equipment or athletic facilities. The student-athlete may be provided access to any ongoing athletic training needs or ongoing athletic academic services initiated before being removed from the roster. Exceptions may be provided on a case-by-case basis as warranted by review from the Athletic Department administration.

**Grievance and appeal procedure**

All student-athletes have the opportunity to follow the general grievance procedures available to all students/student-athletes with regard to the Notification of Transfer policy and any decisions made upon submission of the Notification of Transfer form. In accordance with financial aid regulations, student-athletes may appeal the reduction or cancellation of athletic financial aid. Those specific grievance procedures are outlined in other sections of this handbook.

**REPORTS AND INVESTIGATIONS OF VIOLATIONS**

The goals of Presbyterian College in responding to all alleged or potential violations of Institution, Big South Conference or NCAA regulations are to encourage communication, to seek consistency and accountability, and, above all, to send a strong message that the Institution is serious about rules compliance in the operation of its intercollegiate athletics programs.

A. It is the duty of every institutional staff member and student-athlete to immediately report to the Athletic Director (AD), Senior Associate Athletics Director for Internal Operations/SWA (SAAD/SWA), Associate Athletic Director for Compliance (AAD Compliance) or Faculty Athletics Representative any alleged or suspected violations of Conference or NCAA rules.

B. Following a report of a potential violation, the AAD Compliance and/or the AD/ SAAD/SWA will determine the following information:

- (1) The nature of the incident [or violation]
- (2) Names of coaches, staff members, student-athletes, prospective student-athletes, alumni or representatives of athletics interests involved in the incident.
- (3) Date(s) and location(s) of the incident(s).
- (4) Sources of information, including names and addresses of the individual(s) involved.
- (5) Any available supporting evidence and possible "leads" to other evidence. The standards of evidence that will be applied follow NCAA guidelines: "credible, persuasive and of a kind on which reasonably prudent persons rely in the conduct of serious affairs."

C. The AAD Compliance will interview all individuals who were involved or who may have knowledge of the situation, will request and review relevant documents and will review applicable legislation. If the AD/SAAD/SWA determine that a specific situation requires additional assistance for the AAD Compliance be involved (i.e.: in the case of a conflict of interest), another investigating officer may be selected. But whether the AAD Compliance or non-athletic personnel conducts the investigation of a potential rules violation, the investigator will document, in writing, the investigation process and the conclusions reached based on the evidence reviewed.

D. In the case of a secondary violation (one that appears to be isolated, inadvertent and resulting in no significant competitive or recruiting advantage), the AAD Compliance and with the assistance of the Faculty Athletic Representative will conduct the investigation, securing necessary information from all appropriate personnel and keeping the President's Office informed of its progress. When the violation involves an eligibility issue, the student-athlete(s) in question will be declared ineligible until further notification from the NCAA. In all other cases, a self-report letter including all relevant information will be sent to the NCAA through the Conference Office. The Compliance Office or the Athletics Director will notify the Institution President of meaningful corrective and punitive measures be taken against those individuals involved. Finally, an evaluation of the existing rules-education program relating to the particular violation will be conducted and, if necessary, appropriate changes will be made.

E. When the potential violation may be major, or where secondary violations appear to be part of a pattern of violations or involve the failure of a monitoring system, the AAD Compliance will immediately inform the AD so that a plan can be devised for proceeding with the investigation. The President of the Institution will be informed of the potential violation and, normally, the AAD Compliance will begin to pursue the investigation. If necessary, the core of the investigation will be conducted only by individuals who are not employed by the Athletic Department. If a violation is determined to have occurred, the external investigators and legal counsel will inform the AAD Compliance and the President's Office. The AAD Compliance will immediately notify the Director of Athletics and Faculty Athletics Representative. The AAD Compliance, operating with the advice and consent of the President's Office, will determine the appropriate corrective and disciplinary actions to take; in doing so, the AAD Compliance and the President will utilize sources at the Conference Office. The AAD Compliance will prepare a written report for the Athletics Director and/or Faculty Athletics Representative's signature and submission to the appropriate athletics governing body (Conference).

Secondary or major infractions that involve the eligibility of student-athletes will be handled as follows:

- 1) The student-athlete will be informed of the nature of the inquiry and of its potential effects on his or her eligibility.
- 2) The student-athlete will be given the opportunity to present his/her side of the story. If the facts are not in dispute, the Institution will provide an opportunity for a "hearing" for the involved parties, to include: notice of the time, date and location of the hearing, notice of the charges, an opportunity to present one's side of the story, an opportunity to hear the evidence presented against him/her, the opportunity to have an advisor and/or counsel present, and a tape recording of the proceedings.

Because of the institution's obligation to withhold ineligible student-athletes from competition, the Institution may have to withhold a student-athlete from competition prior to final disposition by a hearing. Under circumstances where a student-athlete's participation in practice or receipt of athletic financial aid would result in an institutional violation, the Institution may also have to withhold a student-athlete from practice or from receiving athletic financial aid, pending a final determination of issues.

In responding to reported violations that involve an Athletic Department staff member or student-athlete, the Institution will look at such factors as whether the violation was intentional, whether an advantage was gained (i.e. recruiting, competitive or for the student-athlete involved), whether a student-athlete's eligibility was affected and whether violations are recurring.

## AMATEURISM and TIME LIMITS

### Time Limits for Countable Athletic-Related Activities (CARA)

To ensure the educational health and general well-being of all student-athletes, the NCAA sets limits to the number of hours a student-athlete can be required to participate in countable athletic-related activities. When a team is in season, the limit is 20 hours a week and one day off in a seven-day period. When a team is out of season, the limit is eight hours a week with no more than four of those hours spent on skill-related workouts, and two days off in a seven-day period. Pursuant to NCAA legislation, a day off is a day when no countable athletic-related activities or required athletic-related activities can occur.

Countable athletic-related activities (counting towards the weekly and daily limit) include any required activity with an athletic purpose that is at the direction of or supervised by any member of the coaching staff or strength and conditioning staff.

Required athletic-related activities (not permissible on off-days) include all countable related activities and any additional activities that are required of a student-athlete. Examples of required athletic-related activities are compliance meetings, organized team promotional or media activities, fundraising events, team-building and community service events that require attendance.

### Employment (Unrelated to Name, Image or Likeness)

Student-athletes are permitted to be permissibly employed on or off campus during the academic year and in the summer, with the Compliance Office's approval *and* pending the following criteria:

- Pay is based on work actually performed.
- Pay is the going rate.

Student-athletes are permitted to provide skilled instruction for compensation (fee-for-lessons), with the Compliance Office's approval and pending the following criteria:

- Institutional facilities are not used
- No competition against the trainee is carried out.
- An individual, not an entity or organization, pays for the lessons.
- Compensation is comparable to private lessons that would involve more than one trainee.

Student-athletes must complete the **Student-Athlete Employment Form** prior to the start of employment. This form is in addition to any College policies regarding general student employment through federal work-study programs or College work-study programs. The Compliance Office shall file all records of student-athlete employment.

### Outside Competition

The NCAA limits student-athletes from participating as a member of any team in any non-collegiate, amateur competition during the academic school year. Restrictions also exist for participation on outside teams during the summer. The student-athlete risks losing eligibility should they participate in any illegal outside competition. Exceptions to this rule exist, and all student-athletes should consult the Compliance office before competing in any capacity outside of Presbyterian College.

### Extra Benefits

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 student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by the student-athlete or the student-athlete's 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 determined on a basis unrelated to athletics.

*The following are examples of extra benefits or services that are prohibited under NCAA legislation:*

- Car or any use of a car or other transportation
- Clothing, gifts, haircuts or other miscellaneous services
- Money, loan(s), a guarantee of bond or signing/co-signing of a note to arrange a loan
- Ticket(s) for any kind of entertainment
- Free or reduced merchandise from a merchant (unless it is available to the general public)
- Free or reduced meals at a restaurant
- Free or reduced room and/or board from a booster in Clinton, a student-athlete's home city, or any other location
- Members of the Athletic Department staff, including tutors, may not type reports, papers, letters, etc.
- Special discounts, payment arrangements, or credit on a purchase (e.g. airline tickets)
- Free or reduced professional services (e.g. tax services, contract review)

### **Amateur Status**

A student-athlete must meet initial amateur status before being eligible for intercollegiate participation. In order to protect amateur status and remain eligible, it is illegal for the student-athlete to:

- Use his/her athletic skill, directly or indirectly, for pay in any form in that sport
- Accept a promise of pay even if such pay is to be received following completion of intercollegiate participation
- Sign a contract or commitment of any kind to play professional athletics
- Receive, directly or indirectly, a salary, reimbursement of expenses, or any other form of financial assistance from a professional sports organization
- Compete on any professional athletics team, even if no pay is received
- After initial full-time enrollment, enter into a professional draft
- Enter into an agreement, verbal or written, with an agent for the purpose of marketing their athletic abilities

### **Agents**

An enrolled student-athlete or prospective student-athlete may not agree to representation orally or written by an agent, adviser, or runner for the purpose of marketing their athletic abilities.

In addition, an enrolled student-athlete or prospective student-athlete may not accept money, transportation, or any other benefits from an agent, adviser, or runner. If an agent contacts a student-athlete, the student-athlete should direct the agent to the Compliance Office immediately. Student-athletes are responsible for abiding by and following NCAA legislation concerning agent activity.

### **Gambling**

Student-athletes are prohibited from placing, accepting or soliciting a wager of any type with any individual or organization on any intercollegiate, amateur or professional team or contest sponsored by the NCAA. Examples of gambling include but are not limited to:

- Using a bookmaker or parlay cards

- Internet sports gambling
- Auctions in which bids are placed on teams, individuals or contests
- Pools or fantasy leagues with an entry fee and an opportunity to win a prize Student-athletes who gamble jeopardize their eligibility.

### **Student Hosts**

Presbyterian College student-athletes are representatives of the school and the Athletic Department and are therefore expected to uphold all institutional and NCAA recruiting rules and policies when hosting a recruit, including ensuring that:

- The recruit did not participate in any activities that could be considered a tryout.
- The recruit was not transported beyond 30 miles of the PC campus for entertainment purposes.
- The recruit did not participate in any gambling activities.
- The recruit did not participate in any activity that violates any state or federal law.

### **Promotional Activities**

An institution or a conference may use the name, image and likeness of student-athletes to promote its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, in line with NCAA policies.

### **Name, Image, Likeness (NIL)**

Name, Image & Likeness (NIL) activities include any situation in which a student-athlete or prospective student-athlete uses their name, image, likeness or personal appearance for promotional purposes, or allows for such use of their name, image, likeness by a commercial entity or noninstitutional nonprofit or charitable entity. Such activities may be athletically or nonathletically related, and may be compensated or uncompensated.

Additional NCAA resources about NIL can be found at [www.ncaa.org/about/taking-action](http://www.ncaa.org/about/taking-action).

### **PC NIL Policy Statements**

All PC student-athletes and prospective student-athletes are subject to NCAA legislation regarding extra benefits and preferential treatment, employment, improper offers and inducements and prohibitions on pay-for-play during all Name, Image, Likeness (NIL) activities they decide to pursue. Engaging in any NIL activity that conflicts with such legislation could affect a student-athlete's, or prospective student-athlete's, eligibility for intercollegiate athletics. Student-athletes must follow all team rules, the PC Student-Athlete Code of Conduct, the PC Garnet Book, and applicable local, state and federal laws, while engaging in NIL activities.

#### **1. Student-Athlete/Prospective Student-Athlete Compensation**

PC student-athletes/prospective student-athletes MAY receive compensation for the use of their NIL that is:

- in exchange for work actually performed and in line with similar employment
- in line with all NCAA legislation, including extra benefits, employment, the prohibitions on pay-for-play, and those regarding sports agents

PC student-athletes/prospective student-athletes MAY NOT receive compensation for the use of their NIL that is:

- Based on their current or future athletic performance or is received as an inducement to attend or maintain enrollment at PC
- Received in exchanged for work not actually performed
- During any required team activity, or during class or other required academic appointment

## 2. Institutional Involvement

The institution, institutional employees, alumni and representatives of athletic interest MAY:

- Provide education to student-athletes/prospective student-athletes on NIL and institutional policy
- Allow student-athletes/prospective student-athletes to use institutional facilities under the same policy in effect for other third-party requests
- Allow student-athletes/prospective student-athletes to use institutional logos, trademarks, uniforms, photo and other digital content owned by the institutional under the same policy in effect for other third-party requests
- Limit NIL activity that conflicts with institutional agreements or contracts, or activity that involves gambling/sports wagering, drugs and alcohol, tobacco or any smoking products.

The institution, institutional employees, alumni and representatives of athletic interest MAY NOT:

- Assist student-athletes/prospective student-athletes in creating, arranging, facilitating or promoting any NIL activity
  - A business that is owned by an alumni/representatives of athletic interest may enter into NIL agreements with student-athletes/prospective student-athletes through normal channels designed for hiring employees or securing promotional activities
- Purchase a student-athlete's/prospective student-athlete's work product or service
- Use the promise of any NIL activity as an inducement to attend the institution or continue enrollment at the institution

## 3. Disclosure

Student-athletes must complete the NIL Disclosure Workflow in ARMS for each NIL activity PRIOR to engaging in the activity. Failure to submit the disclosure, participating in a NIL activity deemed impermissible per PC policy, or not requesting the appropriate permissions from PC could result in removal from the team and/or cancellation of athletic aid. All permissions requested from PC will be reviewed and granted on a case-by-case basis.

## 4. Professional Service Providers

Student-athletes/prospective student-athletes may use a professional service provider (such as tax consultant, talent agent, lawyer) to help evaluate, review and/or secure and otherwise manage NIL opportunities. All NCAA legislation regarding sports agents for the purpose of marketing athletic ability still apply.

## 5. Other Considerations

- International student-athletes should seek guidance from the Office of International Programs before entering into any NIL agreements due to visa restrictions specific to receiving compensation.
- Pell Grant or need based financial aid could be impacted based on compensation from NIL. Those questions should be directed to the Financial Aid Office.

## FINANCIAL AID

Financial aid for varsity student-athletes will be handled by Senior Associate Athletic Director Dee Nichols and the Office of Financial Aid.

NOTE: If a student-athlete receives athletic scholarships from Presbyterian College, he or she will be notified by the Office of Financial Aid of the renewal/nonrenewal/graduation of the award no later than July 1.

**All student-athletes must fill out the Free Application of Federal Student Aid (FAFSA).** Since the amount of money the school receives from the Big South Conference and the NCAA for the Special Assistance Fund is determined by the results of the FAFSA, it is imperative for all student-athletes to complete this form.

### General Financial Aid Information

- To be eligible for financial aid, student-athletes must file a Free Application for Federal Student Aid for the appropriate school year.
- All outside grants and/or loans must be reported to the financial aid office.
- All South Carolina residents must fill out the South Carolina Legislative Grant Application each school year to be eligible. South Carolina Legislative Tuition Grants will be considered part of a full grant-in-aid.
- The cost of campus housing above a double room occupancy for standard dorms will not be covered.
- Member institutions shall not offer, and student-athletes shall not accept any special favor, gratuity, or excessive payment for employment.
- Eligibility for financial aid is dependent on meeting satisfactory academic progress (SAP), as defined by the Financial Aid Office.
- If athletic scholarship is received while not participating in athletics, a student-athlete may be obligated to perform duties assigned by the Athletic Department with hours comparable to those required of sports participants.

### IMPORTANT NCAA REGULATIONS REGARDING FINANCIAL AID

In addition to the College financial aid policies, student-athletes should also be aware of the following key NCAA regulations on financial aid.

#### Reduction and Cancellation

*Bylaw 15.3.4.2 Reduction or Cancellation Permitted*—Institutional financial aid based in any degree on athletics ability may be reduced or cancelled during the period of the award if the recipient:

- (a) Renders himself or herself ineligible for intercollegiate competition; or
- (b) Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement; or
- (c) Engages in serious misconduct warranting substantial disciplinary penalty; or

(d) Voluntarily (on his or her own initiative) 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 academic term in which the aid was reduced or canceled.

(e) Provides written notification of transfer (see Bylaw 13.1.1.3) to the institution; however, the student-athlete's financial aid may not be reduced or canceled until the end of the regular academic term in which written notification of transfer is received. If a student-athlete provides written notification of transfer to the institution between regular academic terms (winter break, summer break) the institution may reduce or cancel the financial aid immediately.

### **Renewals and Nonrenewals**

*Bylaw 15.3.7.1 Institutional Obligation*—The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous year whether the grant has been renewed or not renewed for the ensuing academic year.

### **Grievance and appeal procedure**

*Hearing Opportunity Required*—If the institution decides not to renew or decides to reduce financial aid for the ensuing academic year, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing, per 15.3.2.3 before the institutional agency making the award. The decision to renew or not renew the financial aid is left to the discretion of the institution, to be determined in accordance with its normal practices for student-athletes generally.

### **Summer Financial Aid**

Financial aid for summer school may be awarded upon recommendation of the respective head coach and upon approval by the Director of Athletics. Financial aid for summer school is normally approved to provide support for valid academic reasons, including support to maintain academic eligibility or to achieve progress toward degree and graduation requirements. This is not an automatic or guaranteed benefit.

### **Books**

A student-athlete who is awarded books as part of the athletic grant-in-aid program may receive **required** course-related textbooks only. Other supplies (pens, paper, calculator) are not allowed. The Athletic Department will provide textbooks for scholarship athletes through a voucher system in conjunction with the Financial Aid Office.

### **NCAA SPECIAL ASSISTANCE & OPPORTUNITY FUND**

The NCAA has established a special assistance and opportunity fund to cover certain financial needs of student-athletes. Permissible uses of the fund:

#### HEALTH AND SAFETY ISSUES

- Insurance premiums for student-athletes
- Medical, dental, mental health, or vision expenses (not covered by another insurance program for student athletes)
- Student-Athlete nutrition

#### EDUCATIONAL EXPENSES and FEES

- Summer school financial aid

- International student-athlete taxes and fees
- Academic support services; i.e. additional tutoring
- Internship fees
- Educational supplies

PERSONAL or FAMILY EXPENSES

- Clothing allowances, including the purchase of suits or professional business attire for seniors
- Emergency travel and expenses for student athletes
- Additional trips home
- Other travel needs

INSTITUTIONAL PROGRAM ENHANCEMENTS

- Graduation or academic achievement awards
- Graduation luncheon
- Professional development training

Additional Guidelines: all request are at the discretion of the Athletic Director and/or the Senior Assoc. AD for Internal Operations. All receipts must be kept and turned in to the Senior Assoc. AD for Internal Operations.

## HONORS AND AWARDS

### General Rule

Awards such as jackets, plaques, sweaters, and trophies must include an appropriate institutional insignia. Under no circumstances is a student-athlete permitted to receive as an award for athletic participation, cash, or an item which is negotiable for cash or trade or other services, benefits, or merchandise.

### Superlative Awards

Superlative awards have been established in each intercollegiate sport. Individual coaches, in consultation with the Director of Athletics, determine what awards are to be made for their sports.

## PHYSICAL WELL-BEING FOR STUDENT-ATHLETES

### Student Health Services

Student Health Services is located on East Calhoun Street in the Health Services Center on PC's campus. Hours are Monday through Friday from 11 am -1:30 pm. Students can make appointments by calling 864.833.5986.

### Counseling Services

PC Counseling Services offers confidential appointments where students' concerns and questions can be discussed freely and confidentially. No information will be given to anyone without written permission, and no information about the service will appear on transcripts or any other document outside of the Counseling Center. Students do not need to be referred by anyone to benefit from the services of the Counseling Center. Consultation services, including workshops and information on mental health issues, are available to student organizations and PC faculty and staff. Students can make appointments by calling 864.833.8263. Counseling on campus is available on Mondays from 8:30 am to 5 pm and Tuesdays-Fridays from 8:30am to 6:30pm.

### **Sexual Assault/Violence Prevention**

Each university chancellor/president, director of athletics and Title IX coordinator\* must attest annually that:

1. The athletics department is fully knowledgeable about, integrated in, and compliant with institutional policies and processes regarding sexual violence prevention and proper adjudication and resolution of acts of sexual violence.
2. The institutional policies and processes regarding sexual violence prevention and adjudication, and the name and contact information for the campus Title IX coordinator\*, are readily available within the department of athletics, and are provided to student-athletes.
3. All student-athletes, coaches and staff have been educated on sexual violence prevention, intervention and response, to the extent allowable by state law and collective bargaining agreements.

Further, the athletics department will cooperate with college or university investigations into reports and matters related to sexual violence involving student-athletes and athletics department staff in a manner compliant with institutional policies for all students.

## **PRESBYTERIAN COLLEGE ATHLETIC DEPARTMENT POLICY ON USE OF ABUSIVE DRUGS AND ALCOHOL**

### **I. PC Banned Substances and Drug Testing Policy**

#### **Introduction**

The Athletic Department of Presbyterian College recognizes that use of illegal drugs (including the abuse of otherwise legal drugs or substances) is a problem that pervades modern society. It is not possible to perform at the high level of athletic, academic, or social standards set at PC if even minimal exposure to substance abuse is allowed. Therefore, the PC Athletic Department has a drug and alcohol abuse prevention program to allow its Student-Athletes to progress toward their athletic and academic goals in a drug-free environment. The philosophy of this program consists of four important goals:

1. To educate Presbyterian College Student-Athletes on the effects of substance abuse on their physical, psychological, and social well-being.
2. To identify chemical abusers and to provide a mechanism of counseling and rehabilitation.
3. To remove the stigma of drug abuse from those athletes who are not abusers.
4. To reassure athletes, parents, alumni, and the community that the health, welfare, and academic progress of each of its Student-Athletes is this Department's primary goal.

Implementing these goals requires three programs:

1. Drug and Alcohol Education

2. Drug Testing
3. Drug Counseling and Rehabilitation

### **Campus Life Policies**

Presbyterian College's Campus Life Department has drug and alcohol policies and programs that apply to all students – including but not limited to Student-Athletes. We would emphasize that the following discussion covers Athletic Department policies only. While the Athletic Department and Campus Life often cooperate in administering their programs, Campus Life policies, which are set forth in the Garnet Book, are separate from Athletic Department policies, and Student-Athletes are subject to both.

In addition, the Athletic Department and Campus Life communicate regarding drug and alcohol (and other) violations. Thus, if Campus Life becomes aware of an alcohol violation by a Student-Athlete, it will inform the Athletic Department. The Athletic Department will similarly inform Campus Life of such a violation.

### **Drug Education**

The Athletic Department will hold drug education meetings for all its Student-Athletes. The main speakers at these sessions will be from the College and community. The objectives of these meetings are to educate our Student-Athletes on the harmful effects of drugs (especially as drug abuse affects athletic performance), and socio-legal implications of drug abuse.

### **Drug Testing**

Each Student-Athlete, as well as his/her parent/guardian must sign the consent and release form on SportsWare. This release form states that the athlete is aware that urine and/or hair sample testing for presence of drugs is permitted. **In signing the form, each Student-Athlete as well as his or her parent acknowledges understanding that failure of the Student-Athlete to undergo voluntary testing will result in loss of athletic scholarship and the privilege to participate in any program of the Athletic Department.**

**Parents/Guardians will be responsible for any financial expenses incurred due to a positive drug/alcohol test. This includes, but is not limited to, non-random drug testing and counseling/rehabilitative services.**

In addition to specific circumstances outlined later in this policy, if the Athletic Department has reason to believe that a Student-Athlete is using alcohol or illegal drugs (again, including abuse of otherwise legal drugs or substances), the Department reserves the right to, but is not obligated to, investigate the matter. If after such investigation the Department concludes in its sole discretion that such conduct has occurred, the Department may treat the determination as an "offense" under this policy.

Testing will be random. There is the possibility that your son or daughter will be tested more than once in a school year, if his or her name is selected again. Analysis of urine and/or hair sample will be done under the auspices of On-Premise Solutions, LLC and/or any other drug testing laboratory/facility contracted through the PC Athletic Department. The results of the testing will be reported to the Director of Athletics, the team physician, the athlete's team sport coach, and College Campus Life officials. Parents may receive the results of their child's testing upon the receipt by the College of a specific, written request with appropriate consent of the Student-Athlete where required; the consent form includes the permission required under federal law to make these communications to parents.

### Sanctions – Drug and Alcohol

The following disciplinary actions will take place for a positive test for any of the drugs listed on the Banned-Drug classes produced by the NCAA (drugs listed by the NCAA on the day of drug testing) or a “No Show” after notification for screening. Also, Student-Athletes are subject to disciplinary action if they violate the College drug and/or alcohol policy. (Refer to the Garnet Book.) This does include the abuse of prescription drugs. If your son or daughter is on **any prescription medication**, we ask that you send us a **signed** letter from the physician(s) who prescribed the medication(s). The letter should include the reason(s) why the drug is prescribed and the prescribed dosage(s). This letter will be placed in the Student-Athlete’s file and serve as a confirmation if your son or daughter happens to test positive for a prescription medication.

A first or second offense under either the alcohol or banned drugs policy counts as a first or second offense under the other policy. Consequently, a Student-Athlete who has been subject to sanctions for a first offense for alcohol and who subsequently tests positive for banned drugs will be subject to applicable sanctions for a second (or third, as appropriate) offense for banned drugs, and a Student-Athlete who has been subject to sanctions for a first offense for banned drugs and who subsequently tests positive for alcohol will be subject to applicable sanctions for a second (or third, as appropriate) offense for alcohol.

### BANNED DRUGS

#### First Offense

1. Parents and/or guardians are notified by telephone of the incident by the Student-Athlete in the presence of the Head Coach, and/or Director of Sports Medicine. The Director of Athletics is notified.
2. The Student-Athlete will be evaluated by a school counselor, and will be referred to a mandatory drug and alcohol education course. The cost of the education course is \$50.00 and the responsibility of the Student-Athlete to pay. Following completion of the education course, the Student-Athlete will then have a post-course evaluation by the school counselor, where it will be determined whether further evaluation or counseling is necessary.
3. The Student-Athlete will be suspended from 1 Game/Match/Tournament of the in-season schedule. Any additional suspension will be up to the head coach of the Student-Athlete’s sport. If a second offense occurs in the off-season, then the penalty carries over to the following in-season schedule. (See Second Offense Below)
4. The Head Coach and/or Director of Sports Medicine will meet weekly with the Student-Athlete for progress reports.
5. The Student-Athlete will be scheduled for non-random drug testing for a minimum one calendar year after the first offense, or longer in the discretion of Presbyterian College officials, including, but not limited to the Director of Athletics, Director of Sports Medicine, Head Sports Coach, and Counseling services. The Student-Athlete will be responsible for paying for every drug test during this period. The cost of the drug test can vary due to agents being tested for; however, the average cost is \$30.00 per test.

6. The Athletic Department will inform Campus Life of the violation. Student-Athlete will be subject to disciplinary action by Campus Life.
7. A portion of athletic financial aid up to 50% of the total financial aid may be lost. The head coach of the Student-Athlete's sport will make this decision in collaboration with the Director of Athletics.

### **Second Offense**

A second positive test can occur at any time after the first positive test and does not have to be in the same class of drugs as the first positive test.

1. Parents and/or guardians are notified by telephone of the incident by the Student-Athlete in the presence of the Athletic Director, Head Coach, and Director of Sports Medicine.
2. The Student-Athlete will be placed in counseling and rehabilitation sessions with a designated professional as prescribed by Presbyterian College personnel. At the discretion of Presbyterian College, the counseling may be referred to an outside counselor, in which case the costs of counseling will be the responsibility of the Student-Athlete. The Student-Athlete will be required to attend a certain number of sessions with the designated counselor, to be determined by the counselor and the Director of Sports Medicine. There will be no maximum number of sessions the Student-Athlete may be required to attend.
3. The Student-Athlete will be suspended from 50% of the competition season remaining from the date of the second offense.
4. 50% of all Athletic Financial Aid will be permanently lost. For those who do not receive Athletic Financial Aid, further sanctions will be determined by the Director of Athletics.
5. The Student-Athlete will be scheduled for non-random drug testing for the rest of his/her intercollegiate career at Presbyterian College after the second offense. The Student-Athlete will be responsible to pay for every drug test during this period. The cost of the drug test can vary due to agents being tested for; however, the average cost is \$30.00 per test.
6. The Athletic Department will inform Campus Life of the violation. The Student-Athlete will be subject to disciplinary action by Campus Life.

### **Third Offense**

1. Parents and/or guardians are notified by telephone of the incident by the Student-Athlete in the presence of the Athletic Director, Head Coach, and Director of Sports Medicine.
2. The Student-Athlete is permanently suspended from intercollegiate athletics at Presbyterian College.
3. 100% of Athletic Financial Aid will be permanently lost (for students receiving Athletic Financial Aid).
4. The Student-Athlete will be placed in counseling and rehabilitation sessions with a designated professional as prescribed by Presbyterian College personnel, which may be required by the Dean of Student Life in

collaboration with the Director of Athletics. At the discretion of Presbyterian College, the counseling may be referred to an outside counselor, in which case the costs of counseling will be the responsibility of the Student-Athlete. The Student-Athlete will be required to attend a certain number of sessions with the designated counselor, to be determined by the counselor and the Director of Sports Medicine. There will be no maximum number of sessions the Student-Athlete may be required to attend

5. The Athletic Department will inform Campus Life of the violation. The Student-Athlete will be subject to disciplinary action by Campus Life.

### **ALCOHOL**

Since alcohol is the most frequently abused drug in our society, the Presbyterian College Athletic Department will test for it. The following disciplinary actions will take place for a positive test. Besides a positive alcohol test, the following instances will be also considered a positive test by the Presbyterian College Athletic Department.

1. Conviction or guilty plea for Driving Under the Influence
2. Conviction or guilty plea for drunken and/or disorderly conduct
3. Conviction or guilty plea for public intoxication
4. Conviction or guilty plea for open container (illegal in South Carolina)
5. Conviction or guilty plea for under-age drinking (Legal age is 21 years old)
6. Any violation of the Presbyterian College Code of Conduct concerning alcohol. (Refer to the Presbyterian College Garnet Book).

### **First Offense**

1. Parents and/or guardians are notified by telephone of the incident by the Student-Athlete in the presence of the Head Coach and/or Director of Sports Medicine. The Director of Athletics is notified.
2. The Student-Athlete will be evaluated by a school counselor, and will be referred to a mandatory drug and alcohol education course. The cost of the education course is \$50.00 and the responsibility of the Student-Athlete to pay. Following completion of the education course, the Student-Athlete will then have a post-course evaluation by the school counselor, where it will be determined whether further evaluation or counseling is necessary.
3. The Student-Athlete may be suspended from athletic competition for a range of between 1 game/match/tournament to a maximum of 25% of the competition season. The determination of the duration of the suspension shall be made by the head coach of the Student-Athlete's sport, in his or her sole discretion, after consultation with the Athletic Director. If the incident occurs in the off-season; the penalty carries over to the following in-season schedule.

4. Any athletic financial aid may be lost. The head coach of the Student-Athlete's sport will make this decision in collaboration with the Director of Athletics.
5. The Head Coach and/or Director of Sports Medicine meet weekly with the student for progress reports.
6. The Student-Athlete will be scheduled for non-random screening as deemed necessary by the counselor and Director of Sports Medicine. The length of time the Student-Athlete may be tested will be determined by the counselor and Director of Sports Medicine. The Student-Athlete will be responsible to pay for every drug test during this period. The cost of the drug test can vary due to agents being tested for; however, the average cost is \$30.00 per test.
7. The Athletic Department will inform Campus Life of the violation. Student-Athlete may be subject to disciplinary action by Campus Life.

**Second Offense**

1. Parents and/or guardians are notified by telephone of the incident by the Student-Athlete in the presence of the Athletic Director, Head Coach, and/or Director of Sports Medicine.
2. The Student-Athlete will be placed in counseling and rehabilitation sessions with a designated professional as prescribed by Presbyterian College personnel. At the discretion of Presbyterian College, the counseling may be referred to an outside counselor, in which case the costs of counseling will be the responsibility of the Student-Athlete. The Student-Athlete will be required to attend a certain number of sessions with the designated counselor after a consultation with the counselor and the Director of Sports Medicine. There will be no maximum number of sessions the Student-Athlete may be required to attend.
3. The Student-Athlete may be suspended from athletic competition for up to the entire competition season. The determination of the duration of the suspension shall be made by the head coach of the Student-Athlete's sport, in his or her sole discretion, after consultation with the Athletic Director. If a second offense occurs in the off-season, then the penalty carries over to the following in-season schedule.
4. Any athletic financial aid may be lost. The head coach of the Student-Athlete's sport will make this decision in collaboration with the Director of Athletics.
5. The Head Coach and/or Director of Sports Medicine meet weekly with the Student-Athlete for progress reports.
6. The Student-Athlete will be scheduled for non-random screening as deemed necessary for one calendar year from
7. The time of the second offense. The Student-Athlete will be responsible to pay for every drug test during this period. The cost of the drug test can vary due to agents being tested for; however, the average cost is \$30.00 per test.

8. The Athletic Department will inform Campus Life of the violation. Student-Athlete may be subject to disciplinary action by Campus Life.

### **Third Offense**

1. Parents and/or guardians are notified by telephone of the incident by the Student-Athlete in the presence of the Athletic Director, Head Coach, and/or Director of Sports Medicine.
2. The Student-Athlete will be permanently suspended from intercollegiate athletics at Presbyterian College.
3. 100% of Athletic Financial Aid will be permanently lost (for students receiving Athletic Financial Aid).
4. The Student-Athlete will attend counseling sessions with a designated professional as prescribed by Presbyterian College personnel, which may be required by the Dean of Student Life in collaboration with the Director of Athletics. At the discretion of Presbyterian College, the counseling may be referred to an outside counselor, in which case the costs of counseling will be the responsibility of the student. The Student-Athlete will be required to attend a certain number of sessions with the designated counselor, to be determined by the counselor and the Director of Sports Medicine. There will be no maximum number of sessions the Student-Athlete may be required to attend.
5. The Athletic Department will inform Campus Life of the violation. Student may be subject to disciplinary action by Campus Life.

### **Self-Reporting**

Presbyterian College wants to provide help and support to any students who are seeking to overcome a drug or alcohol problem. For that reason, in certain circumstances the Athletic Department will impose reduced penalties on a Student-Athlete who self-reports a drug or alcohol problem. For purposes of this policy, “self-reporting” shall refer to **voluntary** notification by a Student-Athlete to the Athletic Director, Head Coach of the Student-Athlete’s sport, and/or a Presbyterian College Certified Athletic Trainer that the Student-Athlete may have a drug and/or alcohol problem and wants professional help. Such a notification shall **not** constitute “self-reporting” if it occurs after the Student-Athlete has been notified he or she is scheduled for a drug screening, after substantial evidence of a drug or alcohol infraction has come to the attention of College personnel, or after the Student-Athlete has been observed using prohibited drugs, alcohol, or being under the influence of banned substances. The Athletic Department will respond to self-reporting of a drug or alcohol problem as follows:

1. The Student-Athlete will be enrolled in an appropriate counseling program, approved by the Athletic Director and Director of Sports Medicine. At the discretion of Presbyterian College, the counseling may be referred to an outside counselor, in which case the costs of counseling will be the responsibility of the student. If the Student-Athlete fails to complete the agreed program, this failure will be treated as an “offense” under this policy, and punished accordingly.
2. The Student-Athlete’s parents will be informed of the self-report.
3. If the Student-Athlete is selected for testing under the Athletic Department’s testing policy in the time immediately after a self-report, and tests positive, that positive test will not be treated as a separate offense if it is determined by the Athletic Director, in his or her absolute discretion, that there is a reasonable likelihood that the positive test is a result of conduct that occurred only before the self-report. (Like the

remainder of Presbyterian College's policies, this provision does not modify or affect NCAA policies or procedures.)

4. If, before self-reporting for the first time, the Student-Athlete had no prior offenses under this policy, the initial self-report will not constitute an offense under this Athletic Department policy.
5. The Athletic Department will notify the Campus Life Department of all self-reports. Similarly, if the Campus Life Department receives a self-report of drug or alcohol use from a Student-Athlete, it will notify the Athletic Department.
6. If a Student-Athlete self-reports after he or she has one or more offenses under this policy, or after previously self-reporting, that later self-report will be regarded as an offense under this policy. (Thus for example, a self-report following an offense will be regarded as a second offense. A second self-report by a Student-Athlete with no offenses will be treated as a first offense.) However, the Athletic Director may, in his or her absolute discretion, reduce the sanctions for that offense in light of the fact that it arises from a self-report.
7. Self-reporting will not exonerate the Student-Athlete from any offenses committed, damages done, or injury caused while under the influence of drugs or alcohol, nor will it necessarily affect the outcome of any Campus Life proceeding for a violation of College Policies.

### **Drug Trafficking/Dealing**

A Student-Athlete will be terminated from team membership upon conviction or evidence of trafficking/dealing in any illegal substance or prescription medications. This will include the loss of all athletic financial aid IMMEDIATELY! This sanction is in addition to Campus Life sanctions for this violation of the Student Code of Conduct.

### **Drug and Alcohol Counseling**

When counseling is directed by the Athletic Director and/or Director of Sports Medicine, on-campus professional resources will typically be utilized first, if those resources are appropriate. If necessary, other providers of counseling and rehabilitative services will be solicited. The nature of the problem will determine the counseling/rehabilitation services required.

## **II. NCAA Drug Testing Information**

The NCAA will randomly drug test participants in all sports at Division I Institutions for the use of illegal/banned drugs and performance enhancers. The drug testing can occur anytime (including the summer). The NCAA also conducts random drug testing for all sports during NCAA post-season championship tournaments. The selection of Student-Athletes for testing and the imposition of penalties for violations are under the control of the NCAA. Presbyterian College does not control or administer these tests. Please understand that the NCAA drug testing is separate from, and occurs in addition to Presbyterian College's regular drug testing program.

### **NCAA Banned Drugs**

It is your responsibility to check with the appropriate or designated athletics staff before using any substance. In addition, you should regularly consult the list of banned substances published by the NCAA, which is available at [drugfreesport.com/rec](http://drugfreesport.com/rec) with a password: ncaa 1. General information on banned substances is reproduced below, but you are responsible for obtaining the most current information.

The NCAA bans the following classes of drugs, including all chemically related substances:

- Stimulants
- Anabolic Agents
- Alcohol and Beta Blockers (banned for rifle only)
- Diuretics and Other Masking Agents
- Street Drugs
- Peptide Hormones and Analogues
- Anti-estrogens
- Beta-2 Agonists

Presbyterian College and the Student-Athlete will be held accountable for use of any drugs within the banned drug class regardless of whether they have been specifically identified.

#### **Drugs and Procedures Subject to Restrictions Short of a Ban**

- Blood Doping
- Local Anesthetics (under some conditions)
- Manipulation of Urine Samples
- Beta-2 Agonists permitted only by prescription and inhalation
- Caffeine if concentrations in urine exceed 15 micrograms/ml

#### **NCAA Nutritional/Dietary Supplements Warning**

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!

- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility for using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your own risk.

**Note to Student-Athletes:** *There is no complete list of products containing banned substances. Do not rely on this list to rule out any supplement ingredient.*

Some **Examples** of NCAA Banned Substances in Each Drug Class (this list is not exhaustive):

#### **Stimulants**

Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, "bath salts" (mephedrone) etc.

*exceptions:* phenylephrine and pseudoephedrine are not banned.

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

Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; testosterone; trenbolone; etc.

**Alcohol and Beta Blockers** (banned for rifle only)

Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

**Diuretics (water pills) and Other Masking Agents**

Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

**Street Drugs**

Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073)

**Peptide Hormones and Analogues**

Growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

**Anti-Estrogens**

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

**Beta-2 Agonists**

Bambuterol; formoterol; salbutamol; salmeterol; etc.

Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

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

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

**NCAA Attention Deficit Hyperactivity Disorder Guidelines**

In general, the stimulants used to treat Attention Deficit Hyperactivity Disorder (“ADHD”) are banned as performance enhancing drugs. The NCAA does recognize an exception to this ban for bona fide medical use of these drugs, but the standards for this exception are high. To qualify, a Student-Athlete will have to document that he or she has been diagnosed with ADHD, is being monitored, and has a current prescription on file. Without this required information, a positive test for these drugs will result in discipline by the NCAA [and Presbyterian College] and a likely loss of eligibility.

There is not a specific form on SportsWare for establishing that the use of ADHD drugs is bona fide. Please ask the Student-Athlete’s physician to prepare a letter or certification with the following information. Please provide this to your doctor to assist him or her in preparing the necessary Request for Medical Exception.

The following must be included in supporting documentation:

- Student-athlete name.
- Student-athlete date of birth.
- Date of clinical evaluation.
- Clinical evaluation components including:

- Summary of comprehensive clinical evaluation (referencing DSM-IV criteria)— attach supporting documentation.
- ADHD Rating Scale(s) (e.g., Connors, ASRS, CAARS) scores and report summary— attach supporting documentation.
- Blood pressure and pulse readings and comments.
- Note that alternative non-banned medications have been considered, and comments.
- Diagnosis.
- Medication(s) and dosage.
- Follow-up orders.

Additional ADHD evaluation components if available:

- Report ADHD symptoms by other significant individual(s).
- Psychological testing results.
- Physical exam date and results.
- Laboratory/testing results.
- Summary of previous ADHD diagnosis.
- Other comments.

Documentation from prescribing physician must also include the following:

- Physician name (Printed).
- Office address and contact information.
- Specialty.
- Physician signature and date.

### **PC Concussion/Traumatic Brain Injury Protocol**

#### **INTRODUCTION**

The Presbyterian College Sports Medicine Department recognizes and acknowledges that concussions or traumatic brain injuries (TBI) need immediate attention. The NCAA Executive Committee has developed a consistent, association-wide approach to Concussion Management. It is the responsibility of all Student-Athletes to report injuries and illnesses to their Athletic Trainer. A concussion is defined as a generally short-lived impairment of neurological function brought on by a traumatic force applied to the head or body. Symptoms are usually rapid in onset, but of short duration and generally resolve spontaneously. It is usually a functional disturbance and not a structural one. Loss of consciousness may or may not be involved. Exact recovery periods from these types of head injuries are uncertain and will often vary.

The Presbyterian College Sports Medicine staff adheres to all established NCAA Concussion Policies and Legislation. All members of the Presbyterian College Sports Medicine staff will practice within the scope of their professional practice. The Presbyterian College Sports Medicine Staff in conjunction with the Team Physician will determine whether or not a concussion has occurred. The Team Physician will make the final determination of return-to-play once the Student-Athlete is asymptomatic and post-injury assessments are within normal limits.

### **PRESEASON EDUCATION**

- All Presbyterian College Student-Athletes are required to sign a statement in which the Student-Athlete accepts the responsibility for reporting his or her injuries and illnesses to the Presbyterian College medical staff, including the signs and symptoms of concussions. Prior to any start to athletic activity each Student-Athlete is presented with the NCAA Student-Athlete Concussion Fact Sheet. Once the Student-Athlete reviews the Fact Sheet, he or she is required to sign a statement of acknowledgement and understanding of the information provided on the Fact Sheet.
- All football players will be required to review and sign the Helmet Warning Sheet at the start of each preseason.
- All Presbyterian College coaches, strength and conditioning coaches, and sports medicine staff are required to watch a course video called “Heads Up”. This course is an educational tool created by the Learning Center of the Centers for Disease Control and Prevention. A “course completion certificate” is kept on file for each participant. Each of these athletic department personnel is also presented with the NCAA Coaches Fact Sheet. After reviewing the Coaches Fact Sheet, each such personnel is required to sign a statement of acknowledgement and understanding of the information provided on the Coaches Fact Sheet.
- Although many sports, including football, currently have specific rules in place that address purposeful physical conduct to the head or neck region, all athletics staff, Student-Athletes, and officials should continue to emphasize that purposeful or flagrant head or neck contact in any sport should not be permitted. In the case of football, official meetings are held at the start of each preseason to go over the rules applicable to football and proper techniques of tackling.

### **PRE-PARTICIPATION BASELINE ASSESSMENT**

- The Team Physician will conduct a pre-participation physical on all Student-Athletes (including cheerleaders) to determine pre-participation clearance. As part of this process, all Student-Athletes are asked to report on their medical history forms their history of head injuries and concussions.
- As part of the pre-participation physical, all new (first year/transfers) Student-Athletes will receive a baseline concussion assessment. In addition to including the brain/concussion history, this assessment will involve neuro-cognitive computer testing, symptom evaluation from SCAT 5, & BESS Balance testing.
- This baseline concussion assessment is performed every 2 years unless a concussion is sustained. Once a Student-Athlete is diagnosed with a concussion, this assessment will be performed to aid in the determination of when the Student-Athlete may return to participation. In addition, Student-Athletes who sustain a concussion will receive a new baseline assessment every year (or more if deemed necessary by the Team Physician).

- The Team Physician determines all pre-participation clearance(s).

**RECOGNITION AND DIAGNOSIS OF CONCUSSION – HALT OF PHYSICAL ACTIVITY**

- Medical personnel (ATC or ATC/Team Physician) with training in the diagnosis, treatment, and initial management of acute concussion must be “present” at all NCAA varsity competitions in the following contact/collision sports: basketball, football, women’s lacrosse & soccer. To be “present” means that such medical personnel will be on-site at either the campus or the arena of competition. Medical personnel may be from Presbyterian College or from an opposing team or in very rare circumstances may be independently contracted out.
- In addition, medical personnel (ATC or ATC/Team Physician) with training in the diagnosis, treatment and initial management of acute concussion will be “available” at all NCAA varsity practices in the following contact/collision sports: basketball, football, women’s lacrosse, soccer, acrobatics & tumbling, cheerleading and wrestling. To be “available” means that, at a minimum, medical personnel may be contacted at any time during practice via telephone, messaging, email, beeper or other immediate communication means. Further, a case of potential acute concussion can be discussed through such communication, and immediate arrangements can be made for the student-athlete to be evaluated.

***SIGNS AND SYMPTOMS OF A POSSIBLE CONCUSSION (including but not limited to):***

- |                          |                                    |
|--------------------------|------------------------------------|
| ○ Amnesia                | ○ Loss of Consciousness            |
| ○ Confusion              | ○ Dizziness                        |
| ○ Headache               | ○ Sensitivity to Light or Noise    |
| ○ Balance Problems       | ○ Feeling Sluggish or Foggy        |
| ○ Double or Fuzzy Vision | ○ Concentration or Memory Problems |
| ○ Nausea/Vomiting        | ○ Difficulty Sleeping              |
| ○ Feeling irritable      |                                    |
| ○ Slowed Reaction Time   |                                    |
- When a student-athlete exhibits signs, symptoms, or behavior consistent with a possible concussion, he or she shall be removed from practice or competition and evaluated by a Certified Athletic Trainer and/or the Team Physician.
  - The student-athlete will be evaluated and monitored for a minimum of 15 minutes to determine his or her status as it relates to being concussed.
  - Once a student-athlete has been diagnosed with a concussion, he or she shall be immediately removed from all physical activity for the remainder of the day. In addition, the student-athlete will not be allowed to participate in any academic activities. NO athlete suspected of having a concussion is permitted to return to play while symptomatic.
  - Clinical assessment at the time of injury will include a Graded Symptom Checklist (GSC), Sports Concussion Assessment Tool 5 (SCAT 5), along with physical, neurological, cognitive and

balance examinations. There will also be a clinical assessment for cervical spine trauma, skull fracture and intracranial bleeding.

**POST-CONCUSSION MANAGEMENT:**

- The Emergency Action Plan (see EMERGENCY ACTION PLAN procedures below ) for that particular venue will be activated if any of the following exist: Glasgow Coma Scale < 13, prolonged loss of consciousness, focal neurological deficit suggesting intracranial trauma, repetitive vomiting/emesis, persistently diminished/worsening of mental status, spinal injury, and/or other neurological signs/symptoms.
- If the concussion occurs when the Student-Athlete is away from campus, the student-athlete will be examined by a doctor of the host school and shall then have a follow-up examination by PC's Team Physician upon return.
- After the initial clinical evaluation, the symptom checklist should be repeated and a follow-up with the Team Physician may be indicated.
- Upon discharge, the student-athlete's caregiver (parent, guardian, roommate) will be provided with a Concussion Take Home Instruction sheet.
- A letter and/or phone call will be placed to the Academic Coordinator/Assistant Athletic Director for Compliance, who will in turn send a letter to the student-athlete's professors. The student-athlete is responsible for following-up with his or her professors for classes/assignments missed (See RETURN TO LEARN procedures below)
- The student-athlete will be monitored daily for progression of symptoms during rest, physical and mental exertion. This includes a Graded Symptom Checklist (GSC), BESS and other serial evaluations.
- Once the Student-Athlete is asymptomatic, a complete post-injury neuro-cognitive computer test and SCAT 5 (including BESS) is taken. This is compared to baseline.
- After the neuro-cognitive computer test and SCAT 5 are taken, another clinical evaluation is performed by the Team Physician. The Team Physician in turn directs the Presbyterian College Sports Medicine staff to initiate the Return-to-Play Guidelines (RTP).
- The Team Physician will determine referral options for Student-Athletes with prolonged recovery in order to consider additional diagnosis and best management options. Additional diagnoses include but are not limited to: post-concussion syndrome, sleep dysfunction, migraine or other headache disorders, mood disorders such as anxiety and depression, and ocular or vestibular dysfunction.

**EMERGENCY ACTION PLAN**

- Presbyterian College Sports Medicine personnel will execute the Presbyterian College Sports Medicine **Emergency Action Plan** for further medical care and/or transportation as deemed necessary. A detailed **Emergency Action Plan** is in place for each athletics venue.

**RETURN TO PLAY GUIDELINES (RTP)**

- In order to be cleared for return to full participation, a Student-Athlete must go through each of the Stages outlined below. These Stages commence only after examination by the Team Physician, who shall determine whether the Student-Athlete has returned to baseline and is ready to begin Stage 1.
- The Student-Athlete will have limited physical and cognitive activity until he/she has returned to baseline.
- After beginning stage 1, a Student-Athlete may progress to subsequent stages **ONLY** if symptoms do not worsen and no new symptoms appear.
- If the Student-Athlete exhibits concussion symptoms at any Stage, the Team Physician shall be informed and the Student-Athlete must return to Stage 1 and begin the progression again.
- The Athletic Trainer and the Team Physician will monitor the progression of the Student-Athlete through the Stages. The Presbyterian College Sports Medicine staff will use memory, concentration and balance techniques, along with other examinations deemed appropriate during their evaluations of the concussed Student-Athlete to determine how quickly the RTP progression is performed.
- Each Stage must be completed over 5 successive days and a minimum of **ONE DAY** will be devoted to each Stage.

**Stage 1:** Light aerobic exercise without resistance – 20 minutes on stationary bike.

**Stage 2:** Light strength training (body weight exercises – push-ups, squats, sit-ups), sports specific exercise without head impact (NO CONTACT – NO PADS).

**Stage 3:** Non-contact practice with progressive resistance training.

**Stage 4:** Full contact practice after medical clearance from Team Physician

**Stage 5:** Return to competition

### **RETURN TO LEARN (RTL)**

- Presbyterian College Team Physicians, Sports Medicine Staff, the Provost Office, the Academic Coordinator/Assistant Athletic Director for Compliance and the Presbyterian College Student Life Staff will work together to determine the Return-To-Learn status of a post-concussed Student-Athlete.
- **When a Student-Athlete has been diagnosed with a concussion, he or she will be held from practice, competition, and classroom activities the day of the concussion.**
- The Academic Coordinator/Asst. Athletic Director for Compliance will be the point person when dealing with the Student-Athlete's professors and any accommodations that may be needed in the Student-Athlete's return to the classroom and activities that are associated with a full academic return. As noted previously, it is the responsibility of the Student-Athlete to follow-up with his or her professors as far as class/assignments that may have been missed.
- RTL will be managed through a step-by-step protocol (similar to RTP) based on the needs of the individual and will involve a multidisciplinary team. This team includes team physicians, sports

medicine staff, coaches, psychologists, school counselors, neuropsychologists, faculty athletic representatives, academic coordinators, professors, college administrators and appropriate personnel that oversee disability support services in the Academic Success Office.

- The Presbyterian College Academic Success Office will be utilized when long-term accommodations under the Americans with Disabilities Act (ADA) may be needed.
- A Student-Athlete that has been diagnosed with a concussion is seen daily by a member of the Presbyterian College Sports Medicine Staff to determine if the Student-Athlete's recovery has progressed to allow them to attempt to go to class, study hall, and tutoring sessions for that day. The Academic Coordinator/Assistant AD for Compliance will be notified of the decision and in turn relay that decision to the Student-Athlete's professors. This process will continue until the Student-Athlete has returned to full classroom activity. (SEE RTL RECOMMENDED GUIDELINES)
- If, at any point, the symptoms worsen and/or return as a result of academic activities, the individual will be re-evaluated by the Team Physician and, if appropriate, a multidisciplinary team, when symptoms are prolonged and remain after two weeks. Persons evaluating the Student-Athlete will consider whether any schedule modifications or academic accommodations may be necessary. As stated previously, outside resources may be used in individual cases that are consistent with ADA. Such resources include learning specialists.

#### **RTL RECOMMENDED GUIDELINES**

- Stage 1: Brain Rest in Dorm:** No mental exertion. Stay at home/dorm. No reading, texting, video games, computer, or homework. No driving. Progress to next stage after 24 – 48 hours without worsening of symptoms.
- Stage 2: Restful Dorm Activity:** Up to 30 minutes of light mental exertion. No prolonged concentration. Stay at home and no driving. Progress to next stage when able to handle up to 30 minutes of light mental activity without worsening of symptoms.
- Stage 3: Half-day Return to School:** Gradually return to classes when symptoms have decreased to manageable levels. Balance rest with gradual re-introduction of school. Use sunglasses and earplugs as needed. Sit in front of the class. Use pre-printed large font (18) class notes. Complete necessary assignments only. No tests or quizzes. Limit homework time. Multiple choice or verbal assignments better than long writing. Tutoring or help as needed. Stop work if symptoms worsen.
- Stage 4: Full-day Return to School:** Progress to attending classes for full days. No more than 1 quiz/test per day. Give extra time or untimed quizzes/tests. Tutoring or help as needed. Progress to next stage when able to handle all class periods in succession without worsening of symptoms and clearance for full return to academics and athletics.

**Stage 5: Full Recovery:** No symptoms are present. No accommodations are needed. May return to normal school schedule and course load.

### **MULTIPLE CONCUSSIONS**

- Any Student-Athlete who has multiple concussions while at Presbyterian College will be given ongoing monitoring, and his or her clearance to participate in athletics will be determined on a case-by-case basis.
- Students who have had multiple concussions may also suffer from developmental disorders (e.g. learning disabilities, attention-deficit hyperactivity disorder), or a psychiatric disorder (e.g. anxiety, depression). Such individuals may be referred to a neuropsychologist to administer and interpret neuro-cognitive assessments. These assessments may help determine readiness to return to scholastic and athletic activities. It should be noted that RTL and RTP take longer to complete when developmental or psychiatric disorders exist.
- **ALL DOCUMENTATION** pertaining to the Student-Athlete's neuro-cognitive assessment will be included in the Student-Athlete's medical records.

### **REDUCING EXPOSURE TO HEAD TRAUMA**

- The Presbyterian College Sports Medicine Staff and Team Physicians will review the Concussion Policy annually and will be responsible for updating this policy and making the necessary revisions. As part of this annual review, the following principles will be followed: Adherence to Inter-Association Consensus: Year - round Football Practice Contact Guidelines, Adherence to Inter-Association Consensus: Independent Medical Care Guidelines, reducing gratuitous contact during practice, taking a "safety first" approach to sport, taking the head out of contact & coaching proper technique.
- As stated previously, it is the responsibility of the sports medicine staff, the athletics staff, Student-Athletes and officials to continue to educate and emphasize that purposeful or flagrant head or neck contact in any sport should not be permitted and current rules of play should be strictly enforced.