



Northwestern

OKLAHOMA STATE UNIVERSITY

Ranger Athletics

Student-Athlete

Handbook

TABLE OF CONTENTS

| | | |
|-------------|---|----|
| I. | Welcome to Northwestern Oklahoma State University | 4 |
| II. | The Intercollegiate Athletics Program | 5 |
| | A. University Mission Statement | 5 |
| | B. University History | 5 |
| | C. Athletic Department Mission Statement | 5 |
| | D. Athletic Department Values Statement | 5 |
| | E. Athletic Policy | 6 |
| | F. Athletic Staff Directory | 8 |
| | G. Anti-Discrimination and Harassment Compliance | 9 |
| III. | Athletics Governing Association | 9 |
| | A. NCAA | 9 |
| | B. Great American Conference | 9 |
| IV. | General Policies and Procedures for Student-Athletes | 10 |
| | A. Student-Athlete Conduct | 10 |
| | B. Coach’s Jurisdiction/Team Rules | 11 |
| | C. Harassment Policy | 11 |
| | D. Hazing Policy | 12 |
| | E. Conduct/Player Appearance/Alcohol and Drug Polices | 13 |
| | F. Gate Pass List | 14 |
| | G. Player Information Release Policies | 14 |
| | H. Media Relations Policies | 14 |
| | I. Grievances | 14 |
| | J. Criminal Activity Policy | 15 |
| | K. Supplements | 15 |
| | L. Substance Abuse Policy | 15 |
| | M. Guidelines to the Wellness Center | 21 |
| | N. Social Networking Websites | 21 |
| | O. Gambling | 22 |
| | P. Booster Activity | 22 |
| V. | Academic Affairs | 22 |
| | A. Eligibility | 22 |
| | B. Study Table | 23 |
| | C. Letter to Professors | 24 |
| | D. Scheduling Classing | 24 |
| | E. Class Attendance | 24 |
| | F. Cheating and Plagiarism | 25 |
| VI. | Insurance/Physical Exam/Training | 25 |

| | | |
|--------------|---|-----------|
| A. | Insurance Coverage | 25 |
| B. | Pre-participation Physical Examination | 26 |
| C. | Concussion Testing | 26 |
| D. | Training Room | 27 |
| VII. | Faculty Athletics Representative | 28 |
| VIII. | Student-Athletic Advisory Committee (SAAC) | 28 |
| IX. | Community Engagement/Service | 29 |
| X. | Financial Aid | 29 |
| A. | Limitations | 29 |
| B. | Renewals and Non-renewals of Athletic Aid | 29 |
| C. | Reduction or Cancellation During Period of Award | 29 |
| XI. | Playing and Practice Sessions | 30 |
| A. | Countable Hours | 30 |
| B. | Daily and Weekly Hour Limitations During Playing Season | 30 |
| C. | Weekly Hour Limitation Outside of Playing Season | 30 |
| D. | Individual Skill Instruction | 30 |
| E. | Conditioning Activities | 30 |
| F. | Voluntary Activities | 30 |

WELCOME TO NORTHWESTERN OKLAHOMA STATE UNIVERSITY

Northwestern is a member of the Great American Conference and competes in National Collegiate Athletic Association (NCAA) Division II level.

Sports include football, baseball, softball, women's soccer and co-ed cheerleading. Northwestern also has men's and women's teams in basketball, golf, cross country and rodeo.

Northwestern athletic teams have enjoyed success in many of the sports sponsored by our conference. Some of our most recent highlights include:

- **Football** won the NAIA national championship in 1999 and was runner-up in 2000 and 2003. Conference champs 8 of the last 11 years.
- **Men's basketball** made it to the Elite 8 at the 2007 NAIA National Basketball Tournament while playing in the Sooner Athletic Conference (SAC), which is considered to be the most prestigious small college league in the nation.
- **Women's soccer** team consistently ranked high in the nation. Won the SAC conference title in 2004. Members continue to make the All-America teams for athletics, as well as academics, and earn numerous other conference and national honors.
- **Softball** took second in the SAC post-season tournament in 2007 and advanced to regionals.
- **Ranger Rodeo Team**, which competes in the Central Plains Region of the National Intercollegiate Rodeo Association, conducts a college rodeo in Alva each fall. In 2008, one member of the men's team won the regional team roping heeling title for the second straight year qualifying him for the College National Finals Rodeo along with three men and one woman, with one finishing sixth place in steer wrestling.

Academic achievement is also a key component in the athletic program. Northwestern has produced numerous academic All-Conference and All-Americans. During the 2009-2010 school year, seven athletic teams achieved a 3.0 overall GPA or higher. Soccer, Men's and Women's Cross Country, Women's Golf, Women's Basketball, Softball, and Baseball were honored as National NAIA Scholar Teams. A Distinguished Academic Student-Athlete Honor Board is displayed outside the Athletic Director's office listing top GPA's of student-athletes each semester. To be included on the Honor Board, the student-athlete must earn a 3.25 GPA or higher.

I. NORTHWESTERN OKLAHOMA STATE UNIVERSITY INTERCOLLEGIATE ATHLETICS PROGRAM

A. University Mission Statement

Northwestern Oklahoma State University is a community of learners that includes students, teachers, staff, administrators, and area citizens advancing learning excellence and preparing its members for service as leaders and entrepreneurs in the changing climate of northwest Oklahoma and the world.

B. University History

Northwestern Oklahoma State University is a true product of the hardy spirit that filled the Cherokee Strip within a few hours after its opening. Northwestern opened its doors for the first time on September 20, 1887, with an enrollment of 68 students. The number grew to 166 by the end of the year.

The College, which started as a normal school, was increased to a four-year teachers college in 1919 and was designated Northwestern State Teachers College. In 1939, Northwestern was further expanded to include degrees in liberal arts as well as education. Its official title then became Northwestern State College. In August 1974 an act of the state legislature officially changed the name to Northwestern Oklahoma State University.

The academic program of the university is supplemented and enriched by a vital, well-organized program of out-of-classroom education and a strong effective student enrichment program. A university is just as strong as its weakest part. With this in mind every effort is made to see that the academic program, student activity program, and the climate, which prevails on the campus are in harmony. This is accomplished by use of the best and most recent knowledge and highest quality programs. The university is proud of its faculty, staff, facilities, and its future.

C. Athletic Department Mission Statement

Northwestern Oklahoma State University's Athletic Department is committed to a comprehensive athletics program dedicated to a positive student-athlete experience. The Athletic Department develops values of character, discipline, ethical leadership, teamwork, fair play, community involvement and integrity among its student-athletes and staff.

D. Athletic Department Values Statement

The following core values guide the thinking, actions and governing processes of the Athletic Department and its administrators, faculty and staff:

Academic Integrity: Dedication to the principles of academic excellence, the encouragement of degree completion, the development of the whole person, and support in securing a productive society for all student-athletes.

Integrity and Governance: Compliance with NCAA regulations, transparency in its operations, a clear organizational structure and accountability of staff and student-athletes will be of paramount importance.

E. Northwestern Oklahoma State University Athletic Policy

Statement on Athletics: Northwestern Oklahoma State believes that a well-balanced program of intercollegiate athletics is consistent with the mission of the institution and is vital to the purposes and goals of higher education. Northwestern recognizes athletic programs represent a source of pride and identification for not only the participants, but for all members of the university and community. The University recognizes that participants are students first and that the primary goal of all student-athletes must be to secure an education and obtain a degree.

The relationship between academics and athletics at Northwestern Oklahoma State University is based on mutual respect, support, and a commitment to: providing high-quality programs that reflect positively on the institution; to offer sports to all as budget and staff limitations allow; to continue to be in compliance with Title IX regulations relative to equal opportunity for participation, budget, and staffing; to emphasize and stress the importance of sportsmanship, fair play, and teamwork; to promote the six core values as spelled out by the NAIA Champions of Character initiatives. Northwestern Oklahoma State University is committed to achieving and maintaining equality of opportunity in intercollegiate athletics without regard to race or gender.

The Student-Athlete at Northwestern Oklahoma State University: Student-athletes will be enrolled in a degree program that will enable them to obtain a four-year bachelor's degree. Academic progress of the student-athlete must take precedent over matters related purely to intercollegiate athletics. The University will provide the necessary support services to ensure the well being of those who compete in intercollegiate athletics and will support and encourage programs to improve the academic performance of student-athletes. Consistent with its fiscal resources Northwestern Oklahoma State University will provide the best available coaching leadership, facilities, and equipment. Student-athletes shall accept the responsibility of becoming effective and contributing members of the University community and serve as positive role models both on and off campus.

The University athletic program will attempt to attract student-athletes who display a realistic potential to graduate within the academic curriculum. Men and women who participate in intercollegiate athletics at Northwestern are expected to maintain the academic standards required of all students at the University and adhere to applicable NCAA regulations.

All student-athletes shall conduct themselves with honesty and sportsmanship at all times. Participation in intercollegiate athletics at Northwestern Oklahoma State University is a *privilege*, not a *right*!

Thank you for choosing Northwestern Oklahoma State University for your education and being a member of the department of Athletics. We will do everything that we can to make your time with us enjoyable and successful.

F. Athletic Staff Directory

Phone Numbers Area Code 580

Athletic Administration - Phone: (580) 327-8632 / Fax: (580) 327-8669

| | | | |
|---|-------------------------|----------|--|
| Director of Athletics | Bob Battisti | 327-8632 | rfbattisti@nwosu.edu |
| Assistant Athletic Director for Compliance | Wendy McManus | 327-8635 | wsmcmanus@nwosu.edu |
| Assistant Athletic Director for Marketing and Media Relations | Ryan Hintergardt | 327-8639 | rshintergardt@nwosu.edu |
| Senior Woman Administrator | Shawna Bivin | 327-8105 | sabivin@nwosu.edu |
| Athletic Secretary | Lisa Franz | 327-8653 | lifranz@nwosu.edu |

Coaching Staff - Fax: (580) 327-8669

| | | | |
|----------------------------------|------------------------|----------|--|
| Head Baseball Coach | Ryan Bay | 327-8124 | rjbay@nwosu.edu |
| Head Men's Basketball Coach | Andrew Brown | 327-8467 | awbrown@nwosu.edu |
| Assistant Men's Basketball Coach | Shane Hansen | 327-8644 | schansen@nwosu.edu |
| Head Women's Basketball Coach | Milburn Barton | 327-8626 | mfbarton@nwosu.edu |
| Asst. Women's Basketball Coach | Margo Hamilton | 327-8634 | mdhamilton@nwosu.edu |
| Cheerleading Coach | Kaylyn Hansen | 327-8414 | klhansen@nwosu.edu |
| Softball Coach | Cody Hooper | 327-8102 | cwhooper@nwosu.edu |
| Head Football Coach | Keith Barefield | 327-8488 | rkbarefield@nwosu.edu |
| Asst. Football Coach/Off. Line | David Poinsett | 327-8579 | dmpoinsett@nwosu.edu |
| Asst. Football Coach/Def. Coord. | Chad Adams | 327-8578 | ceadams@nwosu.edu |
| Men's and Women's Golf Coach | Shawna Bivin | 327-8105 | sabivin@nwosu.edu |
| Rodeo Coach | Shannon Frascht | 327-8688 | sifrascht@nwosu.edu |
| Women's Soccer Coach | Steve Barrows | 327-8103 | sdbarrows@nwosu.edu |
| Cross Country Coach | Shane Hansen | 327-8644 | schansen@nwosu.edu |

Faculty Athletic Representative - Fax: (580) 327-8415

| | | | |
|---------------------------------|-------------------------|----------|--|
| Faculty Athletic Representative | Dr. Steve Palmer | 327-8507 | scpalmer@nwosu.edu |
|---------------------------------|-------------------------|----------|--|

Athletic Training - Phone: (580) 327-8627 / Fax: (580) 327-8669

| | | | |
|----------------------------|---------------------|----------|--|
| Athletic Trainer | Rob Hibberts | 327-8627 | rhibberts@nwosu.edu |
| Assistant Athletic Trainer | Joanna Crow | 327-8627 | jmcrow@nwosu.edu |

G. Anti-Discrimination and Harassment Compliance

Northwestern Oklahoma State University does not discriminate on the basis of race, color, national origin, sex, disability, genetic information, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Steve Palmer
Faculty Athletics Representative
Jesse Dunn 214
(580)327-8507

II. ATHLETICS GOVERNING ASSOCIATION

A. In the conduct of intercollegiate athletics, the University Administration subscribes to the athletic policies of the NCAA. If you have any questions regarding NCAA, or its rules, please ask the Assistant Athletic Director for Compliance.

B. NWOSU is a member of the Great American Conference (GAC) which includes:

| Institution | Location |
|--|------------------|
| Arkansas Tech University | Russellville, AR |
| East Central University | Ada, OK |
| Harding University | Searcy, AR |
| Henderson State University | Arkadelphia, AR |
| Northwestern Oklahoma State University | Alva, OK |
| Ouachita Baptist University | Arkadelphia, AR |
| Southeastern Oklahoma State University | Durant, OK |
| Southwestern Oklahoma State University | Weatherford, OK |
| University of Arkansas-Monticello | Monticello, AR |
| University of Southern Arkansas | Magnolia, AR |

III. GENERAL POLICIES AND PROCEDURES FOR STUDENT-ATHLETES

A. Student-Athlete Conduct

Student-athletes at Northwestern are expected to conduct themselves as self-respecting, educated men and women in accordance with the laws of the nation, state, community, and university.

Student-athletes who fail to live up to these standards bring discredit to the University and the Athletic Department, as well as, to themselves and may be asked to withdraw from their respective teams.

Additionally, student-athletes are expected to abide by the following principles set by the NCAA:

1. **Principle of Rules Compliance – NCAA Bylaw 2.8.1** Responsibility of Institution

Each institution shall comply with all applicable rules and regulation of the Association in the conduct of its intercollegiate athletic programs. It shall monitor its programs to assure compliance and to identify and report to the Association instances in which compliance has not been achieved. In any instance, the institution shall cooperate fully with the Association and shall take appropriate corrective actions. Members of an institutions staff, student-athletes, and other individuals and groups representing the institution's athletics interest shall comply with the applicable Association rules, and the member institution shall be responsible for such compliance.

2. **Principle of Amateurism – NCAA Bylaw 2.9**

Student-athletes shall be amateurs in an intercollegiate sport, and their participation should be motivated primarily by education and by the physical, mental and social benefits to be derived. Student participation in intercollegiate athletics is an avocation, and student-athletes should be protected from exploitation by professional and commercial enterprise.

3. **Principle of Sportsmanship and Ethical Conduct – NCAA Bylaw 2.4**

For the intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all other associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program. It is the responsibility of each institution to: *(Revised: 1/9/96)*

- a) Establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution; and (*Adopted: 1/9/96*)
- b) Educate, on a continuing basis, all constituencies about polices in Constitution 2.4 (a).

B. Coach's Jurisdiction/Team Rules

1. The coach is responsible for the total conduct of his or her sport program.
2. All policies established by the coach are in the best interest of the student-athlete and shall be enforced without prejudice. All training rules and rules of curfew or conducts established by the coach shall be given to each member prior to the beginning of the season or at the time they are established.
3. All policies related to weight loss or diet shall be cleared with the head athletic trainer prior to being established. Under no circumstances may fluids be denied to athletes during training periods.

C. Harassment Policy

The Athletics Department is committed to providing a safe and healthy environment for all of its student-athletes. Harassment of any kind is unlawful and unethical and may subject those who engage in it to department, University and legal sanctions.

Definition of Harassment: Improper behavior by any person towards another which a person knows or ought to know would be unwelcome. This behavior includes comments, conduct or gestures which is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group, including, but not limited to:

- a. written or verbal abuse or threats;
- b. physical assault;
- c. unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.;
- d. displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
- e. practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
- f. hazing or initiation rites;
- g. leering or other suggestive or obscene gestures;
- h. intimidation;
- i. condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or working conditions
- j. conduct, comments, gestures or contact of a sexual nature that is likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as

- placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement;
- k. false accusations of harassment motivated by malice or mischief, and meant to cause other harm, is considered harassment;

Definition of Sexual Harassment: One or a series of incidents involving unwelcome sexual advances, requests for sexual favors, or other verbal conduct of a sexual nature:

- a. when such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group;
- b. when submission to such conduct is made either implicitly or explicitly a condition of employment/sport related activity;
- c. when submission to or rejection of such conduct is used as a basis for any employment/sport decision (including, but not limited to, matters of promotion, raise in salary, job security, benefits affecting the employee, team selection);
- d. when such conduct has the purpose or the effect of interfering with a person's work/sport performance or creating an intimidating, hostile or offensive work/sport environment.

Complaints of harassment by a student-athlete will be promptly addressed and should be reported to the Athletic Director, Assistant Athletic Director for Compliance or the Faculty Athletic Representative.

Consequences for harassment may include:

- 1. Verbal and written warning and participation in educational sessions
- 2. Suspension from the team
- 3. Loss of eligibility and dismissal from the team
- 4. Loss of athletics related scholarship aid
- 5. Dismissal from the University

D. Hazing Policy

NWOSU Athletics forbids hazing and all other activities that interfere with the personal liberty of an individual. NWOSU Athletics defines hazing as any action taken or situation created, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation into, affiliation with, admission to, or as a condition for continued membership in, a group, team, club, or other organization. Such actions and situations may include but are not limited to the following:

- 1. Physical punishment, contact, exercise, or sleep deprivation that causes excessive fatigue and/or physical or psychological shock;
- 2. Forced or coerced consumption of food, drink, alcohol, tobacco, and/or illegal drugs;
- 3. Forced or coerced transportation of individuals;
- 4. Public humiliation, ridicule, indecent exposure or ordeal;
- 5. Coercing or forcing illegal acts;
- 6. Coercing or forcing acts that are immoral or unethical;

7. Blocking an individual's academic, athletic, health or person success;
8. Personal servitude;
9. Mental harassment;
10. Sexual harassment;
11. Deception;
12. Threat of social exclusion;
13. Any activity that involves the use of alcohol or any controlled substance,
14. Any activity that is not in accordance with the University's established policies.

A person commits a hazing offense if the person:

1. Engages in hazing;
2. Solicits, encourages, directs, aids, or attempts to aid another in hazing activities;
3. Intentionally, knowingly, or recklessly permits hazing to occur;
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student and fails to report the plan to the athletics department to prevent the hazing;
5. Has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report it to the Athletics Director or other appropriate official of the institution.

Acceptance of an activity on the part of a new member or individual does not justify participation in or sponsorship of the activity. Any violation of this policy should be reported to the Director of Athletics, the Assistant Athletics Director for Compliance or the Faculty Athletics Representative.

The Northwestern Athletics department encourages each team to establish positive team building and leadership activities as a means to build team camaraderie and trust.

E. Conduct/Player Appearance/Alcohol, Tobacco and Drug Policies

1. Player conduct and dress policies applicable to team travel and home events shall be established by the coach and shall insure that players conduct themselves in a manner positively reflecting upon the reputation of the University.
2. Coaches reserve the right to establish rules for their athletes regarding the use of alcohol as long as those rules are consistent with federal, state, and NWOSU policies and regulations. As a role model, you are asked to present a wholesome public image of yourself, as well as, Northwestern Athletics.
3. Northwestern recognizes the health risks associated with tobacco use and the risks associated with exposure to second-hand smoke. The use of tobacco, including cigarettes and smokeless tobacco, is prohibited in Northwestern Oklahoma State University buildings. In accordance with local law, smoking is prohibited within 25 feet of all building entrances.
4. Partaking of drugs to enhance performance or modify mood or behavior at any time, unless prescribed by a physician for medical reasons and supervised by the head athletic trainer, is strictly forbidden.

D. Gate Pass List

Staff and team members, as designated by the current season roster, will be allowed four entries per home contest. Athletes wishing to place friends or family members on a pass list for home contests must submit the names to the coach the day before the contest. Names must be submitted to the Assistant Athletic Director for Compliance four hours before the contest.

F. Player Information Release Policies

A signed confidentiality statement must be on file which allows the student-athlete to authorize or deny permission to publicize information about him/her. A personal data form for each student-athlete must be on file in the athletics office and with the Assistant Athletic Director for Compliance.

Additionally, the NCAA has required consent forms for drug testing and Buckley Amendment. No student-athlete is allowed to participate in any athletic-related activity until these forms have been complete and are on file with the Assistant Athletic Director for Compliance

G. Medial Relations Policies

When speaking with media members, student-athletes should always present themselves in a dignified manner. Student-athletes should respond truthfully to questions without making negative comments that will have an adverse effect on the team or the University. NEVER blame a loss on officiating or make a negative comment about an opponent.

H. Grievances

1. Your first step with any concerns, suggestions, complaints or compliments should always be with your coach. This allows the coaching staff to work any situation to the greatest benefit of the team and you. The coaching staff at NWOSU is genuinely interested with your well-being and concerns.
2. After taking the first step, if your concern has not been resolved, then the following procedure would be taken.
 - a. Schedule an appointment with the Director of Athletics
 - b. If the matter is still unresolved, and it pertains to Varsity Sports, you may ask for a hearing with the Athletic Advisory Board. The Director of Athletics will schedule that hearing.
3. Any academic or financial aid grievances must follow those policies and procedures found in the University Student Handbook. The Student Handbook can be found at <http://www.nwosu.edu/student-handbook>.

I. Criminal Activity Policy

The Athletic Department has implemented the following sanctions for student-athletes involved in criminal behavior - **this is a 12-month policy:**

- i. Misdemeanor Charges (not including minor traffic violations) will be left to the discretion of the coach.
- ii. Misdemeanor Convictions will result in a minimum of a two games suspension (or 10%) of the total competitions remaining.
- iii. A Felony Charge will result in indefinite suspension.
- iv. A Felony Conviction will result in removal from the team and loss of athletically related aid, if applicable.

J. Supplements

It is a violation of NWOSU Athletic Department rules to use any performance enhancing supplements or weight control supplements. Exceptions to this rule must be approved, in writing, by the NWOSU team doctor. See the head Athletic Trainer to make an appointment with the doctor.

K. Substance Abuse Policy

Drug Education and Testing Program Policy Statement: The athletic department at Northwestern Oklahoma State University is making every effort to educate and protect our student-athletes from the dangers of substance abuse. Because of the physical demands of intercollegiate athletics and the potential physical and emotional damage that can result from drug use, the Northwestern Athletic Administration and Coaching Staff condemns the use of any chemical that endangers the safety and health of student-athletes. Educational materials on drug use are available from the athletic trainer. Drug education posters are also displayed in our training room.

Drug Education Program

Northwestern Oklahoma State University's Drug Education program is designed to facilitate awareness of substance abuse and promote health and safety consciousness. It is also utilized to identify athletes exhibiting substance abuse problems, in which case, the athletic department will assist the student-athlete with a rehabilitation program.

At the beginning and periodically throughout each school year, drug education seminars will be held for all Northwestern Oklahoma State University athletes. These seminars will provide useful information on today's drug abuse problems and the effects of substance abuse on the well-conditioned athlete.

In addition, each coaching staff will help the student-athlete understand the effects of drug abuse, problems associated with drug abuse, and options for counseling and rehabilitation through special lectures, team discussions, and/or video presentations.

Drug Testing

Our drug testing program is based on the concern that, if an athlete is using illicit drugs and some dietary supplements, he/she may endanger his/her self or cause injury to another individual. NWOSU intercollegiate athletics utilizes scheduled and unscheduled urine tests to screen for possible drug abuse. The urine test will be used at any time the athlete's fitness performance is in question, when his/her behavior is antisocial, or if he/she exhibits reasonable suspicion.

Since alcohol clears the human body very quickly, it is not one of the drugs included in the drug testing. However, the NWOSU Athletic Department discourages the use of alcohol by athletes. In Oklahoma, consumption of alcohol by persons under the age of 21 is illegal. **Any violation of civil law involving drugs or alcohol will result in the student-athlete's inclusion into the NWOSU drug program, requiring an assessment for possible problems.**

Consumption of alcohol by student-athletes, cheerleaders, student trainers, and managers on athletic department sponsored trips are against department policy. It is the Athletic Department's opinion that it is counterproductive for any competitive athlete to drink alcohol at any time.

Smokeless tobacco and any other tobacco use are prohibited during practices and contests by Northwestern Oklahoma State University and the NAIA. There is no question on the harmful effect of tobacco products and the NWOSU Athletic Department discourages its use. If you use tobacco during practice, competition, or other events, you shall be disqualified for the remainder of that particular activity.

The Drug Policy and Drug Education Program will apply to all student-athletes representing Northwestern Oklahoma State University. All student-athletes will be included in the test group, regardless of status of NAIA eligibility. A failure to comply with the Drug Policy and Drug Education Program may lead to termination of athletic scholarships and termination of participation in NWOSU – NAIA sanctioned sports. Northwestern Oklahoma State University will be testing for illegal drugs and some dietary supplements that contain banned drugs by our institution. A list of these substances may be obtained from the athletic trainer.

Testing will be required for student-athletes under the following conditions or situations:

1. Random drug testing will be performed for sports periodically throughout the school year. This includes in-season, prior championship play, pre-season, and off-season.
2. At any time the athlete's fitness to perform is in question by the Head Coach of that sport or the Athletic Director, a drug test may be warranted.
3. A drop in grades, missed classes or practices, changes in physical appearance, increase/decrease in weight, violent behavior, information from knowledgeable sources,

and/or legal problems may provide enough cause for drug testing. Any of the above behaviors will provide legitimate cause for the Head Coach and/or Athletic Director to request a drug test for a student-athlete. These causes for testing will be documented and presented in writing to the Head Athletic Trainer and/or Athletic Director.

4. An entire athletic sport team may be drug tested at anytime when requested by the Head Coach of that sport and/or the Athletic Director.

An entire athletic team or student-athlete's failure to show up for a drug test at the scheduled time will result in the same effect as a positive drug test.

Positive urine tests for banned substances by NWOSU will be handled in the following manner:

1st Positive: Confidentiality of the results of this test will be observed; however, information regarding the results will be given to the Athletic Director, Assistant Athletic Director for Compliance, team physician, coordinator of athletic training/sports medicine, NWOSU-appointed counselor, team Head Coach, Executive Vice President, and President of NWOSU. The Head Coach of that athlete will notify the parent by phone and mail if the athlete is under the age of 21. Then a meeting or conference call will be held with the Athletic Director, coordinator of athletic training, NWOSU appointed counselor, team Head Coach, and the student-athlete. The parents will also be invited to attend this meeting once they have been notified if the athlete is under the age of 21. If the student-athlete is 21 or older, the Head Coach of the related sport will strongly encourage the athlete to include his/her parents in these proceedings.

Consequences:

1. The athlete will be required to complete a drug assessment procedure through University Counseling Services, and participate in a subsequent counseling program that may be recommended based on the assessment. **Failure to attend will be treated as a second positive result for a drug test.**
2. **The student-athlete will be suspended from athletic competition for a minimum of 30% of season games from the date of a positive notification to the student-athlete.**
3. The athlete will be monitored regularly using follow-up urine tests.

2nd Positive: If a second positive result is received, a meeting or conference call will be held consisting of the student-athlete, Athletic Director, coordinator of athletic training/sports medicine, team Head Coach, and NWOSU appointed counselor. The Head Coach of that athlete will notify the parent by phone and mail if the student-athlete is under the age of 21. The parents will also be invited to attend this meeting once they have been notified if the

athlete is under the age of 21. If the student-athlete is 21 or older, the Head Coach of the related sport will strongly encourage the athlete to include his/her parents in these proceedings.

Consequences:

1. Permanent Termination from NWOSU Athletics.
2. Termination of Athletic Scholarships.

Drug Testing Collection Procedures

Collector: Certified Athletic Trainer

Validator: Someone observing the procedure (Head Athletic Trainer, Asst. Athletic Trainer, Coach, Student Athletic Trainer)

1. The Head Coach of the sport will be notified of what athletes were chosen for drug testing.
2. The Head Coach will notify the athlete during the day on when to report to the athletic training room for a drug test.
3. The athlete will report to the athletic training room with a picture ID and will be signed in on the Athlete Roster Form.
4. The athlete will wait in the athletic training room or with a validator in a designated area until they are ready to give a drug-testing sample. The athlete is not allowed to leave the designated area, unless approved by the collector. The specimen beaker will be discarded at this time and a new one will be chosen upon the athlete's return.
5. Once the athlete is ready to provide a specimen, he/she will choose a specimen beaker, walk to the proper facility, and be viewed by a person of the same gender giving his/her specimen.
6. If the specimen is incomplete, the athlete must remain in the collection station until the sample is complete. During this period, the athlete is responsible for keeping the collection beaker closed and controlled.
7. If the athlete is suspected of manipulating specimens (e.g. via dilution), the collector will have the authority to perform additional tests on the athlete.
8. When the athlete is finished, he/she will maintain control of his/her specimen and walk back to the collection area with the validator.
9. The athlete will hand over the specimen to the collector. The athlete will then select a drug testing kit and open the box and the contents. The validator and the collector will watch the process.
10. The athlete will then watch the collector separate the specimen and test the pH values.
11. The collector will document the pH values on the Chain of Custody Form. The athlete, validator/witness, and collector will then sign the Chain of Custody Form.
12. The collector will then place the bar codes on the beakers. The athlete will verify that the yellow page of the Chain of Custody Form **does not** contain the athletes name and will fold up the piece of paper. The athlete will hand the yellow form to the collector to place with the specimen beakers.

13. The specimen beakers will be sealed in the specimen bag, placed in the specimen box, and the last bar code seal will be placed on the box.
14. At this point, the specimen becomes the property of the collector.
15. The collector (Head Athletic Trainer) will mail the specimen the next available mail day to the drug testing laboratory.
16. After 3-4 days the results of the drug test will be sent to the Head Athletic Trainer.

Safe Harbor

Any student-athlete may refer him/herself for evaluation or counseling by contacting a coach and/or athletic trainer. The coach will contact the athletic trainer immediately. This will be strictly confidential and no team or administrative sanctions are imposed upon the student-athlete who has made a personal decision to seek professional assistance. A self-referral after a testing notification or prior to the results of a drug test will not result in a safe harbor situation.

This procedure of a **safe harbor** is to benefit a student-athlete with a problem. This athlete may come forth at any time for a self-referral. When making a self-referral, the athlete may only be protected from a possible result of a positive drug test if the athlete comes forward before he/she is notified to test. The safe harbor may only be utilized **once** in the athlete's career at Northwestern Oklahoma State University when it involves drug testing. The athlete may make self-referrals for help at any time.

After the athlete has utilized the safe harbor, he/she has 30 days of suspension from drug testing. The 30 days of suspension will start the day the athlete notifies the coach and/or athletic trainer that he/she wants to utilize the safe harbor. During the 30 days of suspension, that athlete will not be in the random pool of drug testing with the rest of the athletic community. After 30 days, the athlete will be reinstated in the random pool of drug testing with the rest of the athletic teams.

Drug Testing Appeals

A student-athlete may appeal either the finding of the presence of a prohibited substance or the sanction imposed as a result of a positive finding within one week of receiving a positive test result. The student-athlete must make this appeal to the Head Athletic Trainer and fill out the appropriate paperwork to start the process.

The Appeals Committee will consist of an appointed tenured or tenure-track faculty member, Chair of the Health and Sports Science Education Department, the Director of the Wellness Center, and the Vice President for Student Affairs and Enrollment Management, who will serve as the Chair of the committee. The Athletic Director will recommend the tenured or tenure-track faculty committee member yearly.

1. The appeal of the positive test results must be based upon one of the following:

- a. Evidence of procedural error
- b. Evidence which refutes the positive finding
2. The appeal of the sanction imposed as a result of a positive finding must be based on one of the following:
 - a. Evidence of procedural error
 - b. Evidence that refutes the positive finding
 - c. Evidence that the sanction imposed is unreasonable, harsh, or inappropriate
3. A student-athlete desiring to appeal must file a written notice of appeal with the Director of Sport Medicine/Athletic Training within one week of notification of a positive result.
4. The appeals committee will conduct the hearing. Evidence of the student-athlete's drug use and all positive test results will be presented to the Committee. Reasons why sanctions should be imposed may be presented. The student-athlete will be given an opportunity to refute the proposed sanctions, present evidence to support his or her contentions, call witnesses or cross examine other witnesses.
5. The Appeals Committee will reach a decision within five working days of each hearing and will notify, in writing, the Director of Athletic Training, the student-athlete, the team physician, the team Head Coach, the Assistant Athletic Director for Compliance, and the Athletic Director of its decision. The Director of Athletic Training and the Athletic Director will maintain written record of the Appeals Committee's decision, including all evidence considered by the committee.

Prior to the implementation of suspension from athletic participation and termination of scholarship, the athlete will be given an opportunity to fully discuss the matter with the Athletic Director and present evidence of any circumstances which he/she feels important.

Northwestern Oklahoma State University chooses to follow the National Collegiate Athletic Association banned drug list. Attached to this policy is a list of substances banned by Northwestern Oklahoma State University. At NWOSU, we utilize the National Center of Drug Free Sports, Inc. to assist with our drug testing procedures. For any questions regarding the University's drug testing policy and its banned substance list, please call the NWOSU Athletic Training Room at (580) 327-8627. You may also e-mail the National Center of Drug Free Sports for assistance regarding any supplements you may be taking to verify if they are (or are not) included on NWOSU's banned drug list which may result in a positive drug test. This website is www.drugfreesport.com/rec.

The aforementioned procedural guidelines shall serve as a guide for NWOSU Intercollegiate Athletics and for the student-athletes governed by this Policy. The failure of the Athletic Department to adhere to this policy shall not be construed by the student-athlete to constitute a waiver by the University of any of the University's rights or privileges, nor shall it be construed by any persons, entity or court of law or equity as the breach of any contractual or other obligation. These guidelines are intended to be just that – guidelines – rather than requirements.

L. Guideline for Student-Athletes in the Wellness Center

In addition to the current Wellness Center policies and guidelines, the following policies are applicable to Northwestern student-athletes:

1. NWOSU athletic teams are not allowed to use the Wellness Center for team workouts.
2. Individual student-athletes are allowed to use the Wellness Center on their own time; however, no more than three student-athletes may work out as a group at any one time under the direction of a coach or a team workout.
3. Student-athletes may join a group exercise class providing there is an opening in the class after all community, staff, and students have had a chance to join the class.
4. Appropriate behavior of students and student-athletes in the Wellness Center is expected. Behavior is at the discretion of the Wellness Center Director and the Wellness Center Director has the right to suspend student and student-athlete's membership.

M. Social Networking Websites

As a student-athlete, many fellow students and members of the community will think they know you and are a close friend. Please know that your social networking websites (i.e. facebook, myspace, etc.) are not as "private" as you may think they are. All information appearing in your account (i.e. personal data, photos, text, etc.) will be published to the internet. This information may be accessed by anyone with a computer, even people who are not your intended target audience. Our athletic staff has put together some helpful guidelines to keep you safe.

- Assume that all material will be seen by your mother, father, coach, or university
- Do not list personal contact information (i.e., phone number, emails address, physical address, dorm room, etc.)
- Always monitor your account photo gallery. Do not include photos with alcohol, nudity, or obscene gestures. Be aware photos can be altered or saved (tagged) by others.
- Monitor your account postings and delete any derogatory or obscene statements. **You are responsible for all content appearing on your site.**
- Do not reference or discuss issues regarding your team, coaches, and/or athletic department.
- Do not "trash talk" or post disrespectful comments aimed at opponents.
- Report any problems or concerns to your head coach.

N. Gambling

Student-athletes are expected to abide by the following principles set by the NCAA:

1) **NCAA Bylaw 10.3 – Sports Wagering Activities [1]**

The following individuals shall not knowingly participate in sports wagering or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition:

(Adopted: 1/8/07 effective 8/1/07)

(d) Student-athletes.

2) **NCAA Bylaw 10.3.2 – Sanctions [#]**

(a) A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., “point shaving”) or who participates in any sports wagering activity involving the student-athlete’s institution shall permanently lose all remaining regular-season and postseason eligibility in all sports. *(Revised: 1/8/07 effective 8/1/07, 3/3/10)*

(b) A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or parlay card shall be ineligible for all regular-season and postseason competition for a minimum period of one year from the date of the institution’s determination that a violation occurred and shall be charged with the loss of a minimum of one season eligibility. If the student-athlete is determined to have been involved in a violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports. *(Adopted 1/8/01, Revised 4/11/06, 1/8/07 effective 8/1/07, 3/3/10)*

O. Booster Activity

The NCAA has specific rules for acceptance of assistance from a booster or representative of athletic interests. Failure to abide by these rules could result in a loss of athletic eligibility for an individual student-athlete or an entire team. If you have any questions or concerns regarding booster activity, please contact your coach or Assistant Athletic Director for Compliance.

IV. **ACADEMIC AFFAIRS**

A. Eligibility

Because NWOSU is a member of the NCAA, we are bound by their eligibility standards. These rules exist for the common good of all participants. Failure in meeting those standards, but still participating in your sport will cause you, your team, and the institution serious consequences.

You are the person most responsible for your own eligibility status. However, your Coach, Athletic Director, Assistant Athletic Director for Compliance or Faculty Athletics Representative can and will help you understand and comply with NCAA requirements.

*** As a NWOSU Student-Athlete, you may NOT drop a class at any time without approval of the required person(s) on the Student-Athlete Permission to Drop Form available from the Assistant Athletic Director for Compliance or the Registry Office. No student-athlete will be allowed to drop below full-time status.**

B. Study Table

Study tables are monitored by one of the coaches and the schedule for study table will be determined by the coach. Each coach is responsible for notifying the Athletic Director of the student-athletes who should attend study table. If a student-athlete has an evening class and misses required study table time, the hours must be made up with the coach.

ALL FRESHMEN AND FIRST SEMESTER TRANSFERS are required to attend 1-4 hours of study table until midterm, when their GPA's will be re-evaluated.

Monday to Thursday 7:30 p.m. – 8:30 p.m.

- | | |
|-------------------|------------------|
| 1. Below a 2.0 | 4 hours required |
| 2. 2.01 – 2.25 | 3 hours required |
| 3. 2.26 – 2.50 | 2 hours required |
| 4. 2.51 – 2.75 | 1 hour required |
| 5. 2.76 or Higher | none required |

****All GPA's are cumulative***

These are minimum requirements. Each coach reserves the right to require more stringent standards.

Study Table Policies

1. No food or drink allowed.
2. No tobacco products.
3. No headphones.
4. Talking will be kept to a minimum.
5. No profanity.
6. No cell phones, pagers, I-pods, or MP3 players.
7. Only activities pertinent to your classes will count toward study table hours. Please bring books, notebooks, pens, etc.
8. Come prepared to study.

C. Letters to Professors

At the beginning of each semester, student-athletes who participate on teams that will travel are required to give each professor a letter that lists the classes you will miss during the semester due to competition or travel. This schedule will be available through your head coach. The official missed class list will come from the Office of Student Affairs and Enrollment Management. Each student should talk to their professors about the policies regarding makeup work, exams and other work to be missed due to competition or travel. It is the responsibility of the student-athlete to arrange with the instructor to make up all work required during excused absences, including examinations.

All work missed due to participation in athletics must be completed in a timely manner.

D. Scheduling Class

Class schedules are determined through conferring with your assigned faculty advisor, usually within your major area of study or the Faculty Athletic Representative. It is understood that you should attempt to avoid classes during times that your coach asked you to keep free. Exceptions are for those course and labs that are offered in only one section. You should consult your coach and attempt to work that out in a mutually satisfactory manner. When your schedule is determined and before it is processed, it should be reviewed by someone in the athletics department. If you feel that an advisor has not given you reliable help, you should return to you coach for help in resolving the problem.

A student-athlete MUST REGISTER FOR A MINIMUM OF 15 CREDIT HOURS each semester UNLESS prior written approval is given by the Head Coach, Assistant Athletic Director for Compliance, or the Director of Athletics.

*** As a NWOSU Student-Athlete you may NOT drop a class at any time without the approval of the required person(s) on the Student-Athlete Permission to Drop Form available from the Assistant Athletic Director for Compliance or the Registry Office.**

E. Class Attendance

In the final analysis, you will make your own grade. Although various aids may enhance your learning possibilities, hard work and you own aggressive perseverance will be the determiners of that grade.

1. Attend Class –Students are expected to attend all meetings of classes for which they are registered, including the first and last scheduled meeting and the final examination period. Instructors hold the right and responsibility to establish attendance policies for their course.

NCAA Bylaw 17.1.6.5 – No Class Time Missed for Practice Activities

No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.

2. It is your responsibility to inform your professor at the beginning of your sport season and again at least one week prior to absence due to away game travel.

F. Cheating and Plagiarism

All forms of academic dishonesty including cheating, plagiarism unauthorized possession of exams or materials, forgery, or alteration of misuse of university records, are subject to disciplinary action by the university. Student-athletes are expected to maintain high ethical standards in their academic work.

V. INSURANCE/PHYSICAL EXAM/TRAINING

A. Insurance Coverage

All student-athletes are required to carry **primary insurance** in order to participate in the athletic programs at Northwestern Oklahoma State University. **Proof of primary insurance must be obtained before a student-athlete will be allowed to engage in pre or post season conditioning/training, practice, or participate in any athletic program(s) at NWOSU.**

For those student-athletes who do not have primary insurance, NWOSU provides an option of purchasing an **Enhanced Supplemental Accident Expense Policy**. Student-athletes must purchase at least a 9 month policy to get them through the school year. Student-athletes will be responsible for payment of this policy when they arrive at NWOSU. **Failure to obtain primary insurance will result in non-participation in any athletic program(s) at NWOSU.**

NWOSU provides a **secondary insurance policy** which covers student-athletes' injuries during the course of athletic participation. This secondary insurance policy exists **during the school year only** and will go into effect once the student-athlete's primary insurance has been filed and an Explanation of Benefits has been assigned. In addition, **during break periods when classes are not in session** (i.e. fall break, Christmas break, spring break) **NWOSU's secondary insurance is not in effect**, unless the athletic related activity has been cleared through the Athletic Trainer. Any conditioning/training, practice, or participation that takes place **during the summer**, is considered **"not covered"** by NWOSU's secondary insurance policy, unless the athletic related activity has been pre-authorized by the Athletic Director.

Northwestern Oklahoma State University requires all student-athletes to have an **Athletic Injury Referral Form** signed by authorized NWOSU Athletic personnel (i.e. trainer, athletic director or athletic secretary) before receiving medical services. If a student-athlete requests medical services and **does not** have an **Athletic Injury Referral Form**, then charges for services rendered should be considered **non-athletic related**. **These charges should be filed on the student-athlete's primary insurance only.** NWOSU **is not** responsible for any medical charges incurred that have not been approved by authorized NWOSU Athletic personnel.

If a student-athlete has been awarded an athletic scholarship for the school year and is injured, his/her scholarship will not be affected due to an injury sustained while engaged in the sport of participation. As long as, the sport of participation is an organized university event and supervised by the coaching or athletic staff.

If a student-athlete is no longer a member of an athletic program at NWOSU, the college is not responsible for any medical charges incurred after the date of termination from that athletic program.

Northwestern Oklahoma State University **is not** responsible for any charges for services rendered which are non-athletic related, such as illness and/or accidents and injuries sustained from activities that are not supervised by the coaching or athletic staff and are not directly related to the student-athlete's sport of participation. **In addition, NWOSU is not responsible for any charges incurred due to proof of primary insurance being falsified, primary insurance non-compliance, provider non-compliance, or expired primary insurance coverage.**

B. Pre-participation Physical Exam

All student-athletes at NWOSU must obtain an annual physical examination from an approved NWOSU physician within six months prior to participation in intercollegiate athletics. The exam must be completed and on file in the athletic training office prior to ANY physical participation as per NCAA Bylaw 17.1.5.

C. Concussion Testing

A. Prior to each playing season all student-athletes will undergo a mandatory concussion test through the athletic training office. This will be done in conjunction with your pre-participation physical

B. What is a concussion?

A concussion is a disturbance in brain function caused by a direct or indirect force to the head. It results in a variety of non-specific symptoms (like those listed below) and often does not involve loss of consciousness. Concussion should be suspected in the presence of any one or more of the following:

- Have a headache that gets worse
- Are very drowsy or can't be awakened
- Can't recognize people or places
- Have repeated vomiting
- Behave unusually or seem confused; are very irritable
- Have seizures (arms and legs jerk uncontrollably)

- Have weak or numb arms or legs
- Are unsteady on your feet; have slurred speech

Any athlete with a suspected concussion will be REMOVED FROM PLAY, medically assessed, monitored for deterioration (i.e., should not be left alone) and will not drive a motor vehicle.

D. Training Room Policies

1. Athletic Training room hours: Monday – Friday 10 a.m. – 6 p.m. During home games/events, the training room will be open 1 hour prior to the athletes having to report for their scheduled times for game preparation.
2. Any signs or symptoms of an injury/illness must be immediately reported to the Athletic Training staff so it can be treated properly.
3. If you have an injury/illness which you feel might interfere with being able to practice, you must see the Athletic Training staff between 10 a.m. – 12 p.m. in the Athletic Training room; otherwise, you will be considered to be at your practice.
4. Treatment times are before/after your scheduled practices. Everyone with an injury or doing rehabilitation must report for all treatment/rehab sessions, unless excused by the Athletic Training staff. Coaches will be informed of those not reporting for treatment/rehab sessions.
5. Treatment/rehabilitation is to continue for a student-athlete until cleared by the team Physician/Athletic Trainer who will indicate when treatment/rehab is no longer necessary for that particular student-athlete.
6. Never apply heat to an injury. When an injury is suspected and you cannot get to the Athletic Training room, ALWAYS apply ice, a mild compression wrap, and elevate the injured area. Contact the coach/Athletic Training Staff immediately.
7. All treatments and wound care are given after practice and will be administered after the student-athlete has taken a shower.
8. No one is ever late for practice because he/she was detained in the Athletic Training room. The student-athlete simply did not get to the training room early enough. All treatment sessions last on average 30-45 minutes. The student-athlete needs to leave the training room 15-20 minutes before their scheduled practice times.
9. The Athletic Training room is a medical facility. It is not a student union. Because of OSHA guidelines NO EATING OR DRINKING will be allowed in the training room. Please help do your part in keeping it clean.
10. Cell phones are not to be used in the Athletic Training room while the student-athlete is receiving any form of treatment/rehabilitation.

11. All student-athletes are to wear appropriate clothing the Athletic Training room. No nudity.
12. No cleated shoes are to be worn in the Athletic Training room—no shoes on the treatment tables.
13. No supplies will be removed from the Athletic Training room without the permission of the Athletic Training Staff.
14. The use of tobacco of any kind is strictly prohibited from the Athletic Training room.
15. No student-athlete is to handle any of the modality equipment for any reason.
16. The Athletic Training room is not a place to “hang out” or wait for a friend. If you are not in the Athletic Training room getting treatment for an injury, please wait outside.
17. Leave excess belongings (bags) outside the Athletic Training room.
18. All dressing belongs in the locker rooms, not in the Athletic Training room.
19. Good personal habits will protect against illness/injury. Get 8 hours of sleep, eat 3 balanced meals per day, drink plenty of fluids, and use common sense in all of your activities.
20. Keep yourself in top physical condition during both the season and off-season. Your chances of being injured are greatly reduced when you are strong, flexible and in good condition.

VI. FACULTY ATHLETIC REPRESENTATIVE

The Faculty Athletic Representative (FAR) is appointed by the President of the University. He represents the Athletics Department as an institutional representative of the NCAA. Dr. Steve Palmer of the Division of Business is our Faculty Athletic Representative. His main concern is student-athlete welfare and you are encouraged to contact him about any student-athlete welfare issue. Always remember to consult your coach first and make him/her aware of any concerns you have.

VIII. STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee (SAAC) is a student-athlete leadership group comprised of members of NWOSU’s athletic teams. The purpose of the SAAC is to represent the diverse interests of student-athletes to Northwestern Oklahoma State University’s Athletic Administration; to promote community among all NWOSU student-athletes; to foster commitment to service; and to represent the NWOSU Athletics Program locally and at the conference and national levels.

For further information contact your teams SAAC representative or SAAC Advisor Shawna Bivins.

IX. COMMUNITY ENGAGEMENT/SERVICE

As a dimension of the Community Engagement/Service Initiative associated with the NCAA Division II, we strive to develop positive societal attitudes through contributions to our community. Therefore, NWOSU student-athletes are required to engage in community service and our coaches will assist you in scheduling community engagement activities both individually and as a team.

Forms are available in the Compliance Office or from your coach to assist you in obtaining approval for community service. These forms are to be complete “before” you participate in community service and should be signed by your on-site supervisor at the community service activity.

X. FINANCIAL AID

A) Limitations

The NCAA rules do not permit an institution to award an athletic scholarship for a period longer than one academic year. This scholarship may be renewed (or not renewed) at the end of the year for the next academic year. There is no guaranteed four-year scholarship in NCAA athletics. (NCAA Bylaw 15.3.3.1)

B) Renewals and Non-renewals of Athletic Aid

If you are receiving a scholarship, the NCAA rules require that you be notified by July 1 of each year whether the athletic scholarship will be renewed. The official notification will come from the financial aid office and not from the athletics department. If the university decides not to renew your athletics scholarship for the upcoming year, you will be provided a hearing opportunity (on request) from a group outside of the athletics department. (NCAA Bylaw 15.3.5.1, 15.3.2.4)

C) Reduction or Cancellation during the Period of Award

As per NCAA Bylaw 15.3.4 institutional financial aid based in any degree of athletics ability may be reduced or canceled during the period of award, if the recipient:

- (a) Renders himself or herself ineligible in intercollegiate competition;
- (b) Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
- (c) Engages in serious misconduct warranting substantial disciplinary penalty; or
- (d) Voluntarily withdraws from a sport at any time for personal reasons.

XI. PLAYING AND PRACTICE SESSIONS

A. Countable Hours

Countable hours are any athletic related activity that include any required activity with athletics purpose, involving student-athletes and at the direction of, or supervised by, any member of members of an institution's coaching staff and must be counted within the weekly and daily limitations. **Academic meetings (i.e., study hall or academic progress meetings) are not considered as countable athletically related activities.**

B. Weekly Hour Limitation During Playing Season

A student-athlete's participation in countable athletically related activities shall be limited to a maximum of 4 hours a day and 20 hours a week. This includes but is not limited to practice, meetings, film, conditioning and weight training.

C. Weekly Hour Limitation Outside of Playing Season

Outside of the playing season during the academic year, only a student-athlete's participation in countable athletically related activities shall be permitted. A student-athlete's participation in such activities shall be limited to 8 hours per week, of which not more than 2 hours per week may be spent on individual skill workouts and, in football, review of game film. A student-athlete may not participate in any countable athletically related activities outside the playing season during any institutional vacation period.

D. Individual Skill Instruction

In sports other than football, participation by student-athletes in individual skill-related instruction is permitted outside the institution's declared playing season.

E. Conditioning Activities

Conditional drills that may simulate game activities are permissible, provided no offensive or defensive alignments are set up and no equipment related to the sport is used.

F. Voluntary Activities

NCAA Bylaw 17.02.1.2 – Voluntary Athletically Related Activities

In order for any athletically related activity to be considered "voluntary", all of the following conditions must be met: *(Adopted 1/12/04 effective 8/1/04)*

- (a) The student-athlete must not be required to report back to the coach or other athletics department staff (e.g., strength coach, trainer, manger) any information related to activity. In addition , no athletics department staff member who observes the activity (e.g., strength coach, trainer, manager) may report back to the student-athlete's coach any information related to the activity;

- (b) The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time.
- (c) The student-athletes attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athlete; and
- (d) The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

AFFIRMATIVE ACTION COMPLIANCE STATEMENT

This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008, and other applicable federal laws and regulations, and to the extent required by law, does not discriminate on the basis of race, color, national origin, sex, age, religion, genetic information, physical or mental disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning the application of these programs should be made to Brad Franz, Vice President for Student Affairs and Enrollment Management, Northwestern Oklahoma State University, 709 Oklahoma Boulevard, Alva, OK 73717, (580) 327-8415