PART 1:

COMPLIANCE & ADMINISTRATIVE POLICIES
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*Updated 8/13/2015*

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Section I
Program Overview


**Franciscan University Vision**

*Franciscan University is the instrument of renewal, empowering joyful disciples worldwide for mission.*

**Franciscan University Mission**

*Our mission as a Franciscan and Catholic university that embraces the call to dynamic orthodoxy is “to educate, to evangelize, and to send forth joyful disciples to restore all things in Christ.”*
Our Charisms

These charisms serve as expectation, guide, and measure for all members of the Franciscan University family. As a community of learners forming a culture of inquiry, these charisms assist us as we reflect upon the vital questions that guide our actions, thoughts, and words.

ONGOING CONVERSION
Daily we seek to grow closer to Jesus, asking Him to transform our hearts, our minds, and our wills, so we can love Him more deeply and image Him more perfectly

UPHOLDING THE DIGNITY OF THE HUMAN PERSON
We see every man, woman, and child—born and unborn—as the living image of God and strive to honor Our Father in heaven by honoring one another.

FAMILY
We are most perfectly ourselves when we live for others, giving ourselves to one another in love, just as Christ gives Himself to us.

DYNAMIC ORTHODOXY
We strive to live in perfect fidelity to the truth proclaimed in Scripture and Tradition, making known the love of Christ and His Church.

EVANGELIZATION
We proclaim the Gospel with our words and we witness to the Gospel through our actions, so that all might know and love Christ Jesus.

HOSPITALITY
We welcome Christ by opening our hearts, homes, and lives to the friend, the stranger, the lonely, the lost, the poor, and the confused.

JOY
We delight in God’s goodness and the goodness of His creation, anticipating His loving providence in all situations.
STUDENT LIFE VISION

Students thrive in a one-of-a-kind, vibrantly Catholic culture where they are formed, through lives of charity and ongoing conversion, to lead and to evangelize each other and the world.

STUDENT LIFE MISSION
Abridged Version December 2, 2008

1. Promote the moral, spiritual, and religious values of our students and the integration of Christian faith and right reason into their daily lives.

   The Student Life department is uniquely positioned to promote the moral, spiritual, and religious aspect of the University’s mission. Through formal and informal activities and by their example, Student Life staff members encourage lives of virtue and ongoing conversion.

   Student Life policies and practices respect individual freedom as necessary to growth in virtue, but always in the context of striving after maturity and holiness, within the limits of the common good, and according to Catholic moral principles.

2. Support students in their primary academic vocation by encouraging and fostering intellectual development and progress towards their degree.

   The Student Life department, its activities, and its outreaches complement the academic vocation of students. Through formal and informal activities and by their example, Student Life staff members encourage a love of learning. Student Life policies, practices, and facilities foster healthy study habits, lifestyles appropriate for students, and collaborative learning.

3. Foster the development of friendships and community life as essential aspects of personal development.

   The Student Life department, its residence life, and its facilities and services encourage the development of friendships based on mutual respect and virtue, and a community of persons from different backgrounds and cultures seeking understanding and growth in holiness. Through formal and informal activities and by their example, Student Life staff members foster a vibrant culture that is Catholic in its faith and its universality.
4. Develop leaders who will engage society through humble service and evangelization.

The Student Life department, through its formal and informal activities and by the example of its staff, encourages the development of character and competence in students who, recognizing the dignity of all human persons will be equipped and motivated to lead and serve in imitation of Christ.

5. Promote and support physical and mental wellness as essential components of the human person’s well-being.

The Student Life department, its services, and its facilities support student safety and health. Through policies, formal and informal activities and by their example, Student Life staff members encourage students to develop lifestyles that include appropriate exercise and nutrition, attention to their own and others’ safety, and emotional wellness.

6. Assist students with discerning their unique calling from God and living out that calling.

The Student Life department, through its formal and informal activities and by the example of its staff, encourages vocational discovery that is both receptive to the unique calling of God for each person, and at the same time actively seeks to discern that calling through the everyday circumstances of life.

7. Support student development by supporting the work of other University departments and helping them to fulfill their roles in serving the University and its students.

The Student Life department provides services, facilities and assistance to other departments across campus and works in a spirit of comunio to support their projects, events, and daily operations.
The Department of Athletics is an integral part of the entire Franciscan University educational experience. Franciscan has embraced a philosophy that a well-rounded athletics program including intercollegiate, intramural, recreational sports as well as wellness programming should be offered as a part of its educational mission. The purpose of athletics is to assist students in obtaining a well-rounded education consistent with the University's liberal arts philosophy and Franciscan tradition.

Franciscan University is committed to the principle of firm institutional control of athletics, and to the unquestioned integrity of its athletic programs. Those individuals responsible for the athletic program are expected to foster and maintain the values and the goals associated with the mission of the University as an institution of higher education.

As a Catholic University, Franciscan is committed to traditional Catholic values that have been a part of the University's history. These include the development of the human spirit as well as the body, the pursuit of excellence in all endeavors, the fostering of Christian character, the call to personal integrity and the acceptance of personal responsibility.

In keeping with this belief, the Department of Athletics supports fair play, the concept of amateur athletics, and cultivates the qualities of leadership, teamwork and a sense of community. The purpose of athletics is to provide competitive opportunities to students which foster physical, spiritual, social and emotional benefits along with a sense of sportsmanship.

**Value Statements**

- We aid in creating a faith base formation environment that both educates and mentors the concept of continued personal conversion.
- We respect and understand the personal worth of each student and help nurture the diversity that exists within the campus community.
- We recognize that no responsibility exceeds the mission of educating and graduating the student athletes.
- We mirror the academic challenge given to our student-athletes by offering an equally committed athletic experience at the Division III level.
- We ensure that the varsity student athletes are integrated to all facets of campus life.
- We use Finnegan Fieldhouse and its recreational components to promote interaction among students, faculty and staff.
- We recognize the importance of providing equitable opportunities for both men and women.
- We promote the values of faith and reason, honesty, commitment, hard work, dedication and self-sacrifice.
- We recognize the integral role that athletics plays in providing unity, high morale, and spirit among students, employees, alumni and friends.
Franciscan University of Steubenville promotes sportsmanship by student-athletes, coaches and spectators. Spectator participation enables students and other spectators to identify with the University and develop pride and loyalty. The spectators attending FUS athletics events are expected to maintain an environment of respect, dignity and civility. We expect all spectators to support the participants and officials in a positive manner. Profanity, taunting, trash talk or any other form of disrespectful action directed toward the officials, student-athletes, coaches, team representatives, or other spectators will not be tolerated.

**Artificial Noise and Signs**
Artificial noisemakers, air horns, drums, etc. shall not be permitted, and such instruments shall be removed from the playing and spectator areas. All signage must be properly located and pre-approved by the Athletics Office. Bands or any component thereof shall not play while the game is in progress.

**Sales and Solicitation**
The sale or distribution of newspapers, handbills, candy, food, raffles, flyers, memorabilia or promotional materials at the site of a FUS Athletics event without the advance written approval of Franciscan University vending committee is prohibited.

**Alcohol**
Alcoholic beverages shall not be sold or otherwise made available for public consumption at any athletic event sponsored by or administered by the University, nor shall any such beverages be brought to the site during such an event (i.e., during the period from the time access to the site is available to spectators until all patrons have left the facility or area used for competition).

**Supervisory Authority**
A student Gameday Supervisor (GDS) and a professional staff Athletic department representative (ADR) shall be on-site at each contest and are responsible for enforcing these policies.
Program Overview
Franciscan University sponsors 16 varsity intercollegiate sports:

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Franciscan University of Steubenville is a full member of the National Association for Intercollegiate Athletics (NCAA) Division III. Information regarding the NCAA can be found at www.ncaa.org.

Franciscan University of Steubenville has been a member of the Allegheny Mountain Collegiate Conference (AMCC) since 2008. The AMCC is committed to the following mission:

- The conference upholds the principle that in each institution the President shall control all phases of the administration of intercollegiate athletics.
- The intercollegiate athletics program must be in harmony and consistent with the essential educational mission of the institution.
- The Allegheny Mountain Collegiate Conference shall provide equitable intercollegiate athletics opportunities for males and females and equally emphasize men and women’s sports.
- The AMCC intercollegiate athletics program should promote mutual confidence and cooperation among the member institutions for the purpose of assuring maximum educational benefit from athletics.
- NCAA Division III philosophy and rules are applicable in all circumstances.
National Affiliation

Franciscan University of Steubenville Rugby is under the governance of the rules and regulations of USA Rugby. The primary competition season takes place in the Fall semester and small tournament/non-traditional season takes place in the Spring semester.

Conference Affiliation

Franciscan University of Steubenville Rugby competes in Division III conference play under NSCRO (National Small Colleges Rugby Organization).

Conference Affiliation

Franciscan University of Steubenville Track and Field competes in Division III conference play under CSAC (Colonial States Athletic Conference).
Section II
Being a Baron
(Student – Athlete)
The Student-Athlete at Franciscan University
Approved by vice president of Student Life 6/1/09
Revised 2/10/10
Revised 11/2/10

The relationship between Franciscan University and its student-athletes is mutual: the University provides students with a quality intercollegiate athletics program rooted in its Catholic and Franciscan mission; and the student agrees to strive toward ongoing personal conversion through a life of academic, athletic, and moral discipline and excellence.

Academic Expectations
The primary vocation of the student-athlete at Franciscan University is to be a student. Therefore, the University expects student-athletes to discipline themselves, to plan, and to organize so that academic requirements are met and exceeded.

Regular and punctual class attendance and adequate class preparation are expected. Students should not miss classes due to practices. Student-athletes are expected to consult course information sheets, comply with attendance policies, and communicate with professors regarding anticipated class absences due to competitions. Such communication should be conducted as soon as the student is aware of the competition schedule. Student-athletes are responsible for making up any missed work or tests, if allowed by the professor. A professor may excuse a student from a missed class or exam at his/her discretion, in accordance with his/her course information sheet.

Team participation in any conference (AMCC, CSAC, 3RRC) or NCAA championships which may interfere with reading days or exams must have the approval of the director of Athletics and the vice president of Student Life. In the event of a conflict with an exam, a professor may move the student-athlete’s exam time at his/her discretion.

If student-athletes experience academic difficulties, they should seek help from their professors, Student Academic Support Services, and other available University resources. In addition, students are expected to inform their coaches of academic difficulties.

New Heading

Student Development
Franciscan University views intercollegiate athletics as an integral part of the learning experience of its student-athletes. The University, Student Life departments, and the Athletics department staff and coaches are committed to fostering an intercollegiate athletics program that supports the intellectual, moral, and spiritual development of student-athletes.

The University strives to provide an intercollegiate athletics program that allows student-athletes to take advantage of a wide variety of co-curricular activities and experiences in addition to their athletics participation. However, student-athletes are generally expected to give their athletic team priority among their co-curricular activities during their sports season, and are encouraged to schedule and plan most other co-curricular activities outside their sports season. Student-athletes are encouraged to participate in the University’s Austrian program, but are expected to schedule their semester in Austria outside of their traditional season unless otherwise required by their academic program. The University does not place a higher value on athletics than it does on other co-curricular activities; rather, this priority reflects the mutual relationship between the University and its intercollegiate student-athletes, the responsibilities this relationship entails, and the highly visible and public role that student-athletes play.
Conduct Expectations
Franciscan University views participation in intercollegiate athletics as a privilege, and its student-athletes as particularly visible representatives of the University. Therefore, student-athletes should set an example as responsible members of Franciscan University's intellectual and faith community, always striving to uphold the Catholic and Franciscan identity and mission of the University.

Student-athletes are always expected to comply with the University’s Code of Student Conduct, other university policies, and municipal, state and federal laws. In particular, student-athletes are expected to obey civil laws regarding the use of alcohol and drugs and to comply with the Athletic Department’s prohibition on hazing. If they are of legal age, student-athletes are expected to be role models of temperance in the use of alcohol, unless alcohol use is prohibited by team policy.

Student-athletes are expected to practice self-discipline and sportsmanship during practices and contests; behaviors such as fighting, taunting, "trash-talking," profane and vulgar language, inappropriate "celebrations," hazing and disrespectful attitudes towards coaches, opponents, teammates, spectators and/or officials are not acceptable.

In addition, student-athletes must uphold their team expectations, rules and regulations established and communicated by their coach. Violations of team expectations and contest/practice misconduct will generally be handled at the discretion of the student’s coach, and may include suspension from team practices and/or competitions. In certain situations a report to the director of Athletics and a report to the vice president of Student Life may be appropriate, and in these situations students may also be subject to sanctions from the office of Student Life.

Student-Athlete Conflicts and Concerns
Conflicts and concerns should be handled on the level closest to the problem, and should only be escalated to a higher level when necessary. The primary resource for addressing most student-athlete conflicts and concerns is the head coach. The head coach may consult with other personnel as appropriate: the Faculty Athletics Representative (FAR), the Senior Woman Administrator (SWA), or other Athletic department staff.

If a student-athlete does not feel that he or she can bring a concern to the head coach, the student should feel free to contact the FAR, the SWA, or other Athletic department staff. If none of these options are practical, the student-athlete may contact the vice president of Student Life.

Academic conflicts and concerns should generally be handled between the student and the professor; scheduling concerns should generally be handled between the student and the academic advisor. If an academic issue cannot be resolved at the professor/advisor level, the student-athlete may contact the head coach, the FAR, or the assistant dean for Advising and Evening Division for additional advice.

Student-athletes may direct more general concerns and issues (such as issues that affect an entire team, or an entire season, or all student-athletes) to a member of the Baron Athletics Advisory Committee (SAAC). Student-specific concerns and conflicts should generally be directed to the head coach or to the FAR, the SWA, or to an athletics department staff member.
Student-athletes play a highly visible and public role in the mission of Franciscan University. As a result, student-athletes are held to a higher standard for conduct and decorum. The following minimum expectations apply to intercollegiate student-athletes:

1. Proper attire must be worn to all athletics events representing Franciscan University of Steubenville. For example, jeans, cut-offs, tee-shirts, tank tops, or sandal type footwear, are not permissible.

2. The competitive uniform issued by the University must be worn during competition without exception. All visible garments worn under the uniform must conform to the same color of the competitive uniform. However, if one competitor wears a gray undershirt, this must be the undergarment worn by all participating athletes. Caps and visors not issued by FUS are permissible in cross country and track, (running events). However, they must be approved by the coach.

3. The warm-ups issued by FUS are the only warm-ups to be worn by all players on the team (during competition), and may be worn for competition only. Any other visible garment must be the same color as the warm-up.

Head coaches may expand upon these minimum guidelines and add other expectations for their team. All student-athletes must consult their coaches for final approval of appropriate attire.
Hazing and the Student-Athlete
Approved by Director of Athletic Department 10/21/09

Hazing is a violation of Franciscan University’s Code of Student Conduct and the laws of the State of Ohio. Therefore, hazing involving student-athletes is not permitted.

The intentions and reasons for having policies on hazing are several-fold. First, and most importantly, is to practice and be in keeping with the dignity of the human person. For any form of hazing violates the dignity of the human person. Hazing, therefore is a Catholic, Christian and human issue. Secondly, it is to comply with the laws of the State of Ohio and the Franciscan University of Steubenville Code of Student Conduct. The policies herein are meant to be educative, preventative and challenging. The explanations and definitions of hazing are as follows

**Hazing**
Defined as "any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate" or that destroys or removes public or private property. (Ohio State law is quoted). (Taken from the Code of Student Conduct Article III; 3.5; see also Hazing in the Code of Student Conduct)

**Examples of Hazing**
A. Physical Hazing is when one or more of the sense or abilities of a person are impaired or removed. This includes but is not limited to:
   • Drinking to a point where one or more of a person's senses is/are impaired or removed;
   • Impairing or removing the sense of sight including but not limited to unapproved* blindfolding. For practical purposes, "trust walks" and scavenger hunts are acceptable provided they meet all three of these conditions: 1) it is consensual with no repercussions if the person does not consent; 2) they are not led to any place that is dangerous or without proper supervision that would make the trust walk unsafe; 3) the only intention is to be correlative to the theological virtue of faith.
   • Physical binding of a person or parts of their body in any way that impairs or removes their freedom to move.
   • Creation of excessive fatigue, for example, by inhibiting minimum amounts of required sleep. For practical purposes no activity, formation or initiation practice or ceremony may be done between 12:00 midnight and 6:00 am on the night before a school day. On Friday or Saturday nights, initiation may take place anytime provided the athlete(s), during the following day, are allowed the required amounts of sleep needed.

B. Emotional/Physical Hazing is any action, situation, verbal, written, electronic or communication (or other) that is intended to or results in the embarrassment, degradation, humiliation, or belittling of another person.

C. Sexual Hazing is any action, situation, verbal, written, electronic or communication (or other) that exploits or makes vulnerable or exposes their sexuality or sexual organs.
Initiation and Induction

All initiation practices must conform to the Mission of the University and the Code of Student Conduct. Therefore, process should promote Christian maturity and good stewardship by showing respect for the dignity of the human person and care for University property. Practices that do not meet this criterion are prohibited. Such practices include, but are not limited to, "kidnapping," theft or damage to property, and other dangerous or humiliating acts. Such actions are subject to disciplinary action.
(Taken from the FUS Student Handbook)

Reporting
Any student-athlete who has been subjected to, observed, or otherwise been involved in hazing is encouraged to contact his or her coach, the director of athletics, the SWA, or the FAR.
10 Myths and Facts about Hazing

**Myth 1:** Initiation has always been a part of induction of rookies to athletic teams.
**Fact 1:** Initiation was never intended to be a part of the rookie experience at Franciscan. The athletic teams should replicate first century small Christian communities. Small Christian communities did not have secret initiations - only the Gnostic pagan communities did. Rather, the small Christian communities' initiations were public and were sacramental: baptism.

**Myth 2:** Hazing is no more than foolish pranks that sometimes goes awry.
**Fact 2:** Hazing is an act of power and control over others - it is victimization.

**Myth 3:** As long as there's no malicious intent, a little hazing should be okay.
**Fact 3:** Catholic theology (cf. CCC 1749-1756) says intent and act are both part of what makes an act moral. Moreover, serious accidents have occurred during scavenger hunts and kidnapping trips. Organizers of activities must ask: 'What purpose do such activities serve in promoting the growth and development of group team members?'

**Myth 4:** If someone agrees to participate in an activity, it can't be considered hazing.
**Fact 4:** Catholic theology does not say consent is a valid rationale for a moral evil. Moreover, in states that have laws against hazing consent of the victim can't be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the team.

**Myth 5:** It's difficult to determine whether or not a certain activity is hazing - it's such a gray area sometimes.
**Fact 5:** It's not difficult. Some questions to determine actual hazing should be:
- Is alcohol involved?
- Will active/current members of the team refuse to participate with the rookies and do exactly what is being asked?
- Is there risk of injury or a question of safety?
- Is there any reservation about describing the activity to a parent, professor or University official?
- Would one object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

**Myth 6:** Many believe that hazing on athletic teams is nothing more than silly antics and harmless pranks.
**Fact 6:** The realities of hazing are dramatically different than the humorous images many people associate with the term. Hazing is an abuse of power - a power of authority given by God.

**Myth 7:** Hazing is just physical.
**Fact 7:** Some members will say that they were not physically harming. What about psychological hazing? Christians who submit themselves to psychological hazing is no less wrong than submitting to physical hazing.
**Myth 8:** Someone on the receiving end of hazing must admit it was hazing. In other words, it must be said that one doesn't like it in order for it to be hazing.

**Fact 8:** Hazing can occur regardless of a person's willingness to participate. Denial of an action does not mean it didn't happen. Sometimes people rationalize actions, intentionally skew the truth, or lie in order to preserve the reputation of the team.

**Myth 9:** Hazing has to do with people wanting to earn someone's respect.

**Fact 9:** Some members believe in earning membership, when it should actually be given. The process of joining a team and becoming a rookie should be recognized by the sacrifice given on the "field of play," in practice sessions and otherwise.

**Myth 10:** The pressure one is expected to endure from the teammates is nothing compared to what the 'real world' will pressure.

**Fact 10:** Making true Catholic masculinity and femininity visible is the first step to understanding how it operates in the culture and how definitions of manhood or womanhood have been linked in secular understandings. The workload the rookie endures should be equal to or less than the workload leaders on the team are willing to endure.

Any violation of this policy by a student-athlete will result in sanctions currently described in the Student Handbook, will be imposed by Student Life, and supported by the Franciscan University athletic department.
Team Bonding Suggestions

1. **Foster Unity:** Have the members of your team work together on a community service project. Visit a ropes course to work on group cohesiveness, communication and leadership skills. Rookie members could work together to plan a social event with another team.

2. **Develop Leadership Skills:** Encourage participation in school/campus activities outside of the team. Encourage rookies to get involved in organizational committees and/or leadership roles or develop a peer mentor program within the team. Establish "Battle Buddies" with rookie and veteran partners.

3. **Build Awareness of Team History:** Invite an older member to talk about the team's early days, its founding, special team traditions, and prominent former athletes.

4. **Knowledge of the Athletic Department System:** Invite leaders of athletic department and/or coaches of other teams to speak on athletic governance including their goals and expectations of virtuous play and the faith-based system of competition.

5. **Promote Academic Success:** Take advantage of Franciscan University's academic and tutoring services (such as the writing center). Designate study hours for teammates. Invite FUS coaches and veterans to discuss test-taking skills, study methods, time management, etc.

6. **Aid Career Goals:** Use FUS resources for seminars on resume writing, job interview skills, and various careers. Get involved in athletic administration through department opportunities including LEADS programming, broadcasting and communications, and BAAC representation.

7. **Relations with Other Athletic Teams:** Encourage team members to attend other team home events when possible.
Policy on Multi-Sport Athletes
Approved by Director of Athletic Department 8/10/11

At the center of our mission here in Athletics is attempting to help our athletes develop as men and women of God, well formed in their education and faith, while learning to lead balanced lifestyles. This balance becomes more difficult when one athlete plays multiple sports. As such, the Athletic Department adheres to the following policies with regard to multi-sport athletes:

• If an athlete should decide to play more than 1 varsity intercollegiate sport, they may do so as long as:
  • The respective sports’ seasons do not coincide; that is to say, they may not participate in 2 sports that have the same traditional season;
  • The sport that has the earlier season takes precedence over the sport with the later season, e.g., fall sport finishing takes precedence over winter sport beginning;
  • The traditional season of a given sport takes precedence over the non-traditional games or practices of another sport;
  • The student-athlete abides by the Practice Policy, which states that no student-athlete may practice for more than six consecutive days.
Suggestions for Academic Success
(Updated 10/20/09)

The student-athlete has a special concern in the matter of academics because his or her sport requires so much time and work. If you can develop a routine, and make the best use of your time, you can achieve top academic honors. The following are suggestions that can help assure you that kind of success:

1. Budget your time
   Try making a chart of all your time for a typical week: day-by-day and hour-by-hour. Specify the times for classes, meals, team practice and games, study, sleep, and recreation. The secret is to use that time. Try to schedule your time ‘conscientiously’ for a week or two, and make necessary revisions as you go along.

2. Rules for effective studying
   a. Find the best place for study - which may not be your residence hall room or the library.
   b. Use your free hours between classes and other times for study.
   c. Try to study each assignment three times (not counting reviews for tests): the day or night before the class, just before the class, and just after class.
   d. Do not miss any class that you can attend and be on time.
   e. Don’t abandon your social life, but don’t let it take precedence over your studies.

3. Taking lecture notes
   You probably will need to take notes in each class, but the kind of notes will be dictated by the nature of the course. The following are some procedures that may make your notes more useful:
   a. Don't try to copy the instructor's every word. Listen for main points; use phrases, be brief, get the key facts, and use your own words.
   b. Space your notes, leaving room for additions.
   c. Review your notes soon after class, before they get 'cold'. Mark the most important points.
   d. Review your notes frequently during the term, especially before an exam.
   e. Compare your notes with other students in the class.
   f. Remember that studying before the class makes note taking easier.

4. Taking Examinations
   The following are some suggestions for preparing to take an exam:
   a. Review regularly throughout the term.
   b. Try to learn what type of exam it will be.
   c. Begin your intense review about two weeks before the exam. Block out time for review in your schedule.
   d. Get a good night's sleep before the exam.
   e. Do what is directed. Carefully observe words like outline, illustrate, define, name, list, explain, etc.
   f. Write legibly, correctly, and neatly.
   g. Save a little time to review your answers and to make sure that you did not omit anything.
Section III
Policies, Procedures and Descriptions
Overall
The educational experience of the student-athlete at Franciscan University includes the formation of the amateur student athlete in mind, body, and spirit, and is in accordance with the University’s mission as a Catholic and Franciscan institution of higher education.

Franciscan University places the highest priority on the overall quality of the educational experience and on the successful completion of the students’ academic programs.

Franciscan sponsors intercollegiate athletics programs in accordance with the philosophy and in compliance with the principles, rules, and regulations of the National Collegiate Athletic Association Division III, the Allegheny Mountain Collegiate Conference, the Eastern College Athletic Conference, and USA Rugby.

Franciscan University is committed to ethical conduct and Christian morality in all of its programs, and strives to promote the principles of fair play, amateurism, sportsmanship, and the equitable treatment of men and women.

Balanced Sports Program and Student Wellbeing
Student athletes and coaches operate from the principle that the primary vocation of the student-athlete is to be a student.

Franciscan University strives to maximize the number and variety of intercollegiate athletics opportunities available to its students in the context of overall University resources.

The University is committed to providing coaches, staff support, facilities, and equipment on an equitable basis.

Coaches and staff take reasonable precautions to minimize the risk of significant injury by providing appropriate protective equipment, facilities, and medical and emergency care.

The University provides access to the same student support services available to other students, and encourages student athletes to take advantage of these services.

The Director of Athletics compiles and communicates with appropriate personnel annual data that assesses program strengths and weaknesses, and that compares student-athletes to the general student body.
An intercollegiate student-athlete at Franciscan University must meet academic, disciplinary, and athletics eligibility requirements

A. Academic Eligibility

Full-time status – At the first date of competition, an undergraduate student shall be enrolled in not less than 12 credit hours, and a graduate student must be enrolled in not less than 9 credit hours. Should a student fall below these minimums after the first date of competition, he/she will become immediately ineligible for practice and competition. A waiver of the full-time enrollment requirement may be granted by the compliance coordinator for a student in the final semester of a baccalaureate or graduate program, provided the student is enrolled in the courses necessary to complete graduation requirements. A student that drops or withdraws from a class must notify his/her coach and the compliance coordinator immediately.

Good academic standing – A student-athlete must be in good academic standing to practice or compete on an intercollegiate team; a student athlete is not in good academic standing if they are on freshman warning, probation, or extended probation.

In general, good academic standing requires that freshman (undergraduate student who have earned less than 27 credit hours) maintain a minimum 1.8 cumulative QPA; sophomores, juniors, and seniors (undergraduate students who have earned 27 or more credit hours) maintain a minimum 2.0 cumulative QPA; and graduate students maintain a minimum 3.0 cumulative QPA.

Satisfactory academic progress - A review will be conducted at the end of each spring semester to determine whether a student-athlete has met satisfactory academic progress when he/she completes at least 67% of the courses attempted both during the academic year and during his/her academic career, and has not exceeded 150% of the length of the program as measured in credit hours. A student who is not making satisfactory academic progress will be ineligible to participate in intercollegiate athletics in the following traditional season of his/her sport.

B. Disciplinary Eligibility

A student must be in good disciplinary standing at Franciscan University to participate in intercollegiate athletics. If a student-athlete receives a disciplinary sanction, including but not limited to disciplinary probation, from the office of Student Life, the Athletic Director may impose one or more of the specific and/or additional sanctions. A student placed on disciplinary probation must notify his or her coach and the compliance coordinator immediately.

C. Athletics Eligibility

Seasons of eligibility

Franciscan University encourages student-athletes to graduate within a traditional four-year period. Students in NCAA sports have 10 semesters to complete their four seasons of eligibility.
A student has used a season of NCAA eligibility if he/she competes or practices on or after the first date of competition during the traditional sports season. Students in rugby must be within five years of their first semester of enrollment at Franciscan University, not including courses taken during high school.

A Student may participate in intercollegiate athletics while enrolled as a graduate student, or while enrolled and seeking a second baccalaureate degree at Franciscan University, provided the student meets other eligibility requirements.

Students may apply to the compliance coordinator for a hardship waiver in the event of an injury, illness, or other circumstances that might justify an exception to the above policy.

**Governing body regulations**

A student may lose eligibility to practice or compete for a violation of governing body regulations including, but not limited to: improper award, benefit or expense allowance; sports wagering; and the use of banned substances. A student who is aware of any possible or actual NCAA, AMCC, or USA Rugby violation must notify his/her coach and the compliance coordinator immediately.

**Policy and Procedures on Satisfactory Academic Progress**

Student-athletes must maintain satisfactory academic progress toward a baccalaureate or equivalent degree in order to be academically eligible to participate in intercollegiate athletics. The director of Student Financial Services, reporting to the vice president for enrollment, administers Franciscan’s Satisfactory Academic Progress (SAP) review process and makes all decisions regarding student compliance with SAP.

**Quantitative Requirements (Quantity of academic work completed)**

A student-athlete must successfully complete at least 67% of all hours attempted, measured at the end of the spring semester in each academic year.

- Withdrawals will be counted as hours attempted not earned
- F grades are included as hours attempted not earned
- Repeated courses count as hours attempted each time the course is taken
- Incompletes are counted as attempted, but not completed

The completion rate is measured 2 ways, once for that year and again for all coursework toward the current degree. The completion rate applies to all terms regardless of whether the student participated in NCAA sports.

If a student is below a 67% completion rate for the past year or for all coursework, the student is ineligible to participate in NCAA sports.
Degree Completion Requirements

The maximum time frame for which a student may use to complete a degree may not exceed 150% of the length of the program as measured in credit hours (typically 124/186 for UG).

The 150% timeframe is a cumulative lifetime measurement, calculated at the end of the spring semester in each academic year.

If a student does not meet the 150% requirement, the student is ineligible to participate in NCAA sports.

Notification Process

The director of Student Financial Services will notify the assistant director of Athletics/compliance coordinator in writing by June 15 of any students who participated in intercollegiate athletics during the previous year who are not compliant with SAP. The Athletics department will contact the student-athletes and notify them of the consequences of their non-compliance and the appeal process.

Appeal Process

1. Within 30 days of notification of loss of eligibility, a student must submit a signed and dated letter of appeal to the director of Student Financial Services identifying extenuating circumstances, e.g., death in the family, serious medical condition, injuries from an accident, change of major, etc.

2. Copies of supporting documentation such as medical documentation or other materials supporting the appeal should accompany the letter of appeal.

3. The office of Student Financial Services will respond to the appeal within 30 days of its receipt, copying the assistant director of Athletics/compliance coordinator.

4. If it is determined by the director of Student Financial Services that there were extenuating circumstances for not meeting Satisfactory Academic Progress, a probationary period of one semester will be granted. If after the probationary semester the student does not meet the requirements, he/she becomes ineligible to participate. The director of Student Financial Services will monitor this process and follow up with students after a probationary semester.

5. If a probationary period is not granted, then the original determination of ineligibility remains in effect.
Procedures for Requesting Academic Accommodation for Competitions

Approved by the Director of Athletes and the Faculty Athletics Representative

6/17/17

While the first step in merging academics and athletics is to structure classes to minimize scheduling conflicts, it may occasionally be necessary to request an accommodation for a regular season or postseason competition. The following guidelines are set forth to maintain both the integrity of the academic programs and the athletic commitments of the student athlete.

• The student athlete should request a practice and game schedule from the coaching staff, in order to schedule classes that will minimize conflicts with regular season or postseason competition. Academic accommodations are not permitted for practice sessions, athletic training sessions, and other non-competition activities.

• It is the student athletes’ responsibility to request an accommodation for a potential absence. Based on the course syllabus attendance policy, the student athlete may need to use an allowed, excuse absence or the faculty member may require an appropriate means of satisfying the missed course material. There is currently no university wide policy on accommodation for athletic scheduling conflicts. The accommodation is at the discretion of the individual faculty member. An administrative letter has been drafted to standardize an accommodation request and it is available from the coaching or athletic administrative staff. This letter requires multiple signatures and supporting documentation, and should not be delayed until the last minute.

• If the faculty denies the request for a scheduling accommodation, then the student athlete may appeal the decision to the department chair, Dean, and Vice President of Academic Affairs, in that sequential order. The Faculty Athletic Representative or the Athletic Department can provide the names of these persons to the student-athlete.

• Coaches may not speak to any faculty member about a student-athlete’s academic accommodation. Again, the student-athlete is responsible for processing any request for accommodation and must abide by the attendance policy published in the course syllabus.
Policy on Student-Athlete Financial Aid
Approved by Vice President of Student Life and by Vice President for Enrollment 6/1/09

Franciscan University does not award financial aid to any student on the basis of athletics leadership, ability, participation or performance. Student-athletes are required to meet the same institutional regulations applicable to the general student body to be eligible for institutional financial aid. All student-athlete-financial aid decisions are made by the staff of the Financial Aid department, headed by the director of Student Financial Services, who reports to the vice president for enrollment. The Athletics department plays no role in the awarding of student-athlete financial aid.

The director of Student Financial Services participates in the annual Division III Financial aid reporting process using the Financial Aid Data Management System (FADMS) whereby financial aid data for full-time, first time freshman student athletes is submitted and compared to financial aid for all full-time, first time freshmen.

Franciscan University does not accept funds from donors to finance scholarships or gift aid for student-athletes.
Sports Wagering
Approved by Director of Athletic Department 10/14/09

NCAA Policy on Sports Wagering Activities

NCAA Wagering Bylaw 10.3 states:

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

- Staff members of an institution’s athletics department;
- Non-athletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports.)
- Staff members of a conference office; and
- Student-athletes

Franciscan University Policy

In accordance with NCAA Bylaw 10.3, the following persons are not permitted to participate in prohibited sports wagering activities:

- Athletic department staff, including all coaches and assistant coaches
- Students and volunteers involved in the management of intercollegiate athletics program (managers, game book, clock, etc.)
- The president, the executive vice president, and the vice president of Student Life
- All student-athletes in NCAA sports

Wagering that is covered by this policy includes gambling on teams/events sponsored by the NHL, NFL, MLB, NBA and PGA.

Wagering that is not covered by this policy includes poker, NASCAR, casinos, horse racing, and dog racing.

Any violation of this policy by a student-athlete will result in serious sanctions from the NCAA, including the loss of athletic eligibility. Additional sanctions may be imposed by the University.
Alcohol, Drug and Tobacco Use
Approved by Director of Athletic Department 10/21/09

Student-athletes are expected to abide by university policy and civil law regarding the use of alcohol, drugs, and tobacco. A student-athlete who violates a University policy or civil law will be subject to disciplinary sanctions as per the Code of Student Conduct. In addition, student-athletes are subject to sanctions imposed by a coach or the director of Athletics related to violations of their Team Conduct Code.

The Franciscan Athletic Department prohibits the use of tobacco products on the "field of play" by student-athletes, coaches and game officials during practice and competition in all sports. This ban extends to include the dugouts, bench areas or press box area and Finnegan Fieldhouse, which are considered to be a part of the "field of play."
Policy on Intercollegiate Athletics Transportation
Approved by President’s Cabinet 11/9/09

Franciscan University is committed to providing an intercollegiate athletics program that manages the various risks associated with practices and contests.

**Travel to Off-site Competitions**
Arrangements for all transportation to off-site athletic competitions must be approved by the director of Athletics.

Franciscan University works to provide commercial busing for the majority of off-site competitions. University-owned or -leased passenger vans are used for all other off-site competitions; these vehicles are driven by coaches.

If a student-athlete is not able to use University-provided transportation (e.g., departing late due to an afternoon class or exam) for an off-site contest; students are permitted to arrange for their own travel to and from the off-site competition, with the prior approval of their coach. This alternative travel may include riding with other student-athletes in a personal vehicle, or with a coach in a personal vehicle.

**Other Transportation**
Buses, University-owned or -leased vans and cars, and/or personal vehicles may be used for off-site practices, retreats or other off-campus team activities.

If personal vehicles are used, drivers are not normally trained and/or approved by the University. Drivers providing transportation to athletic events in personal vehicles assume liability for damage or injury caused or incurred. Drivers should also understand that their personal liability may increase if they charge a fee for transportation, including contributions for gas money.

Any student-athlete who is not comfortable with a particular transportation situation should notify his/her coach.
**The Role of the Student Athlete Advisory Committee (SAAC)**
Approved by Director of Athletic Department 8/1/15

**MISSION STATEMENT**
The purpose of the Franciscan University Student-Athlete Advisory Committee (SAAC) is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image.

It is the further purpose of the SAAC to promote the moral, spiritual, and religious values of its athletes, in accordance with the mission of Franciscan University. To accomplish this mission, the SAAC upholds the rules, regulations, policies, and image of both the NCAA and Franciscan University.

The goals of the Franciscan SAAC are as follows:
- Provide a forum for student-athletes to voice concerns and recommendations
- Serve the student-athlete body through activities that foster growth in mind, body, and spirit

**SAAC Membership Selection:**
As of August 1, 2015 the selection process will begin with coach selection of two student-athletes to represent each team for the Fall Semester. At the end of the 2015-2016 school year, each team will vote to choose their selections for their two SAAC representatives for the 2017-2018 school year.

In the event that a coach disagrees with the selection, the coach may present the veto to the SAAC President, Vice President, and Staff Advisor. If the veto of a team selection is agreed upon, the team will then vote again for a new representative.

If a representative is participating in the Austria Study Abroad program, the team will select an interim representative for that semester.

**Requirements of a SAAC Representative:**
All SAAC Representatives are required to attend a SAAC Meeting once a month. During these meetings, they will help to plan and execute an annual Rosary Rally, Division III Week Celebrations, an A.I.M. Fundraiser Night for the Fall, Winter, and Spring seasons, Volunteer work at the Special Olympics, selection and organization of an Inspirational Speaker, and the Annual Franciscan University Award Ceremony.

**2017-2018 SAAC Dates:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>SAAC Representative Selection</td>
<td>Coaches Meeting TBA</td>
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<tr>
<td>September Meeting</td>
<td>September 4th @ 10pm</td>
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<tr>
<td>October Meeting</td>
<td>October 2nd @ 10pm</td>
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<tr>
<td>November Meeting</td>
<td>November 6th @ 10pm</td>
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<td>December Meeting</td>
<td>December 4th @ 10pm</td>
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<td>January Meeting</td>
<td>January 22nd @ 10pm</td>
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<td>February Meeting</td>
<td>February 5th @ 10pm</td>
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<tr>
<td>March Meeting</td>
<td>March 5th @ 10pm</td>
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<tr>
<td>April Meeting</td>
<td>April 2nd @ 10pm</td>
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<tr>
<td>Rosary Rally</td>
<td>August 30, 2017 8-9pm</td>
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<tr>
<td>Fall A.I.M. Night</td>
<td>TBA</td>
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Sport Season Evaluation Procedure
Approved by Director of Athletic Department 10/22/09
Updated 8/13/15

Franciscan University athletics believes that program assessment is essential in order to serve our student-athletes. A season evaluation is conducted at the end of each sport's traditional season.

The SAAC representatives facilitate the process whereby each athlete has the opportunity to evaluate their respective head coach and staff. The head coach evaluation consists of questions specific to five areas of the student-athlete experience. They are: practices, games, player/coach relationships, competitiveness, and the overall season.

Individual evaluations are confidential and not shown to the coaching staff. The aggregate results are compiled and the Director of Athletics reviews the results with the head coach.

In addition, student-athletes are able to share concerns regarding their coach or athletics program at any time with a representative or officer of SAAC, with the FAR, the SWA, and/or the Director of Athletics.
The Role of the Faculty Athletics Representative  
Approved by Director of Athletic Department 10/19/09

The Faculty Athletics Representative (FAR) is a full-time faculty member appointed by the president in consultation with the vice president of Student Life and the vice president for Academic Affairs. The FAR is an unpaid position, but is considered the equivalent of a faculty committee assignment.

The FAR at Franciscan University has the following goals and responsibilities:

**Overall Goals:**
- Monitor the academic integrity of the University’s intercollegiate athletics program.
- Represent faculty and academic issues and concerns to the president, the vice president of Student Life, and the director of Athletics.
- Represent athletic issues and concerns to the vice president for Academic Affairs, the faculty, and Student Academic Support Services.
- Monitor the quality of the intercollegiate athletics program experience for student athletes and serve as a resource to student athletes.
- Advise the president, vice president of Student Life, and the director of Athletics on issues related to intercollegiate athletics.

**Specific Responsibilities of the FAR:**
Excerpts from the Policy and Procedure Manual

- Meet with Baron Athletics Advisory Committee once each semester.
- Interact with student athletes on a regular basis, including some formal interviews.
- The FAR enjoys an open invitation to attend all intercollegiate contests and to join a team on the bench during a contest.
- Review academic integrity and compliance policies and procedures. Review all violations related to academic issues.
- Advise the director of Athletics, the vice president of Student Life, and/or the president of any issues, concerns, or recommendations related to the operation of the intercollegiate athletics program or the welfare of the University’s student athletes.

Any student-athlete may contact the FAR with any concern regarding a coach, another student-athlete, an Athletics Department staff member or any aspect of the University’s intercollegiate athletics program. Also, a student-athlete may contact the FAR regarding any academic difficulties or questions.
The Role of Senior Woman Administrator (SWA)
Goals and Responsibilities
(Excerpt from Policy and Procedure Manual)
Approved by Director of Athletic Department 10/19/09

The Senior Woman Administrator (SWA) is an unpaid designation assigned by the director of Athletics to a female coach or Athletics department professional staff employee. Franciscan University is committed to athletic oversight and decision-making that includes the active participation of the SWA.

The SWA at Franciscan University has the following goals and responsibilities:

Overall Goals:

- Monitor the quality of the intercollegiate athletics program experience for student athletes and serve as a resource to student athletes.
- Advise the vice president of Student Life and the director of Athletics on issues related to intercollegiate athletics.

Specific Responsibilities of the SWA:

- Advise the director of Athletics and/or the vice president of Student Life of any issues, concerns, or recommendations related to the operation of the intercollegiate athletics program or the welfare of the University's student athletes, including equity for female athletes and athletic department personnel and the University's position on NCAA legislation.
- Meet with Student Athletics Advisory Committee once each semester.
- Attend student-athlete orientation sessions at the beginning of each season.
- Attend athletics events and interact with student athletes on a regular basis.
- The SWA enjoys an open invitation to attend all intercollegiate contests and to join a team on the bench during a contest.

Any student-athlete may contact the SWA with any concern regarding a coach, another student-athlete, an Athletics Department staff member, or any aspect of the University's intercollegiate athletics program.
PART 2:

Sports Medicine Services Policies
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Overview and Staff Contact Information

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Overview

Sports medicine services at Franciscan University are an important part of the University’s intercollegiate athletics program. Sports medicine services are coordinated by the head athletic trainer, who works under the supervision of team doctors and reports to the athletic director. Franciscan University employs two certified athletic trainers; they are assisted by local athletic trainers who are contracted in on an as needed basis. The FUS athletic trainers are responsible for the direct supervision of student employees (Sports Medicine Assistants) who are trained in appropriate sports medicine skills.

Staff Contact Information

**Head Athletic Trainer**
MS, AT, ATC
Email: @franciscan.edu
Office: (740) 284-5397
Fax: (740) 283-6516

**Assistant Athletic Trainer**
Sarah Albaugh, MS, AT, ATC
Email: salbaugh@franciscan.edu
Office: (740) 283-6933
Fax: (740) 283-6516

**Team Doctor**
Dr. Michael Scarpone, DO
Office: (740) 266-3866
Fax: (740) 266-3865

**Team Chiropractor**
Dr. Robert Marrow, DC
Email: rmarrow3@gmail.com
Office: (740) 283-3365
Fax: (740) 283-3375

**Athletic Director**
Mike Holmes
Email: mholmes@franciscan.edu
Office: (740) 283-6522
Fax: (740) 283-6437

**Compliance Office**
Compliance Coordinator Alexis Basil
abasil@franciscan.edu
Compliance Officer
Jim Walker
Email: jwalker@franciscan.edu
Office: (740) 283-3745
I. Expectations of Sports Medicine Staff

A. The health and wellness of the student-athlete is to be the highest priority of the sports medicine staff.

B. The sports medicine staff will treat athletes to the best of their ability without exceeding their professional spectrum of care.

C. The sports medicine staff will treat athletes as quickly as possible without jeopardizing quality of care.

D. A licensed member of the sports medicine staff will be available for injury evaluation, treatment, and rehabilitation before, during and after each traditional season home contest. If there are multiple events taking place, the professional staff shall generally give priority to attendance at the sport with the greater likelihood of significant injury and will be available to any other site, within approximately 5 minutes.

E. If a game is rescheduled, the sports medicine staff will make every attempt to arrange medical coverage of the rescheduled game.

F. A member of the sports medicine staff will generally be available for injury evaluation, treatment, and rehabilitation before and during a team’s traditional in-season, on campus practices (exceptions: all WSD, MTEN, & WTEN practices; practices before 9 am and after 9 pm; practices on Sunday). If a coach has not submitted a printed practice schedule to the staff, medical coverage will be arranged on a basis of day to day availability. If a change is made to the original practice schedule, the staff will make every attempt to assure that medical coverage of that practice is arranged. If a scheduling change is made less than 48 hours in advance or if the AT is not informed of practice more than 48 hours in advance, medical coverage can not be ensured for the event.

G. Each team is responsible for purchasing and maintaining a stocked medical kit for their use during the season. Medical kit supplies will be provided by the sports medicine department. The supplies in the med kit are for the team’s use during away contests, at formal practices, and in approved situations where the AT is not present. The supplies in the medical kit are not for personal use; they are only for the medical benefit of athletes during practices and competition. Tape and prewrap provided by the sports medicine department are only to be used for approved taping; they should not be used on sticks or other equipment or as hair bands, etc. Every attempt will be made by the sports medicine staff to keep the kits properly stocked, however if a coach notices a shortage in any supply, they are to contact the AT so that it may be promptly refilled. No medications are permitted in the team med kits (exception: AT approved inhalers and epi pens).

H. At the start of the regular season, the sports medicine staff will provide the coaches with a spreadsheet listing each athlete’s two emergency contacts as well as any medical conditions or allergies that coach may need to be aware of in an emergency situation. It is the coaches’ responsibility to respect the privacy of all athletes and keep this form with his/her personal paperwork. It should not be placed in a publicly accessible area such as the medical kit. This spreadsheet should be shredded at the end of the year to maintain the athlete’s privacy.
I. In some instances, the sports medicine staff will provide the coaches with a daily spreadsheet of the injured athletes on their team. It is the coaches’ responsibility to respect the privacy of all athletes and keep this form with his/her personal paperwork. It should not be placed in a publicly accessible area. This list will include the athlete’s name, injury/illness, and participation restrictions. Return to play (RTP) participation restriction is broken down into the following categories:

- **No Go:** The athlete is not to physically participate in any manner.

- **Altered:** The athlete may participate within the specific restrictions placed by the sports med staff provided they are pain free with allowed activity (i.e. no sprinting, no tackling).

- **Go As Can:** The athlete may participate in any activity provided it does not elicit pain. If the athlete has pain with any activity they are to discontinue that specific activity.

- **Full Go:** Following full recovery from an injury the athlete will once again be granted participation without any restriction.

J. If an athlete reports to the training room before practice they will be given a ‘report to practice’ slip. This slip will ensure that the coach receives the athlete’s status as quickly as possible following daily AT evaluation.

K. As per institutional policy, all members of the sports medicine staff are required to be certified in CPR, First Aid, and AED operation.

L. The FUS sports medicine staff is required to be familiar with the varsity athletics emergency action plans *(Available upon request).*

**II. Expectations of Coaching Staff**

A. The health and wellness of the student-athlete is to be the highest priority of the coaches.

B. It is the responsibility of the coach to verify that all of a student athlete’s paperwork has been turned in and approved before permitting any participation.

C. It is the responsibility of the coach to verify that all student athletes are medically eligible before participating in intercollegiate athletics. All coaches need to be familiar with proper return to play (RTP) protocol for injured athletes.

D. The coach must provide a complete roster of all participants to the sports medicine staff as soon as the team for the season has been established.

E. Coaches are expected to review the injury reports and return to practice slips provided to them in order to remain up to date on athlete’s injuries and restrictions. It is the coaches’ responsibility to respect the privacy of all athletes and keep this form with their personal paperwork. It should not be placed in a publicly accessible area such as the medical kit.
F. Any athlete wishing to see the host Certified Athletic Trainer (AT) following an away competition must report to him/her immediately following the game. As per AMCC Article IX, “any post-game services requiring the host ATC should supersede all other post-game activity (e.g. team meeting, shower)”. The host ATC is required to remain available to the visiting team for 15 minutes post-game, it is the coach’s responsibility to inform the host AT of their need for post-game follow-up care. This protocol is also to be followed when visiting teams outside of the conference.

G. Coaches are to provide the sports medicine staff with a written practice schedule before the start of each season. In order to ensure proper pre-practice care to athletes, the AT must be made aware of any changes in the written schedule as soon as they are made. If the sports medicine staff has not been informed of practices, contests, or changes in scheduling, it may not be possible to arrange medical coverage of the event.

H. The sports medicine assistants (SMA) are student workers employed under the supervision of the Head Athletic Trainer. It is to be understood that SMA’s are not in any circumstance permitted to clear athletes for participation or to tape any athlete without the direct supervision of the AT. They are unlicensed support staff trained only to assist with day to day training room tasks. In certain instances, the SMA may report the AT’s restrictions on an athlete to the coaching staff, if the coaching staff has any questions at any time they are to contact the AT; the SMA has not made the decision to restrict the athlete and should not be expected to further discuss the situation with the coach.

I. As per both AMCC and NCAA guidelines, coaches are required to be certified in CPR, First Aid and AED operation.

J. Coaches are responsible for being familiar with the Emergency Management Protocol in place for instances where there is no FUS professional staff available during an on or off campus incident. Coaches are provided with a wallet card which outlines this protocol.

K. Coaches are responsible for being familiar with the General Principals of All Emergency Situations and the Emergency Action Plan for their site of participation (on campus locations only, available by request).

L. The following expectations of the coaching staff may in some instances be delegated to a team manager. It is the responsibility of the coaching staff to assign the responsibilities to the manager and to verify that they are performed as described:

   a. Coaches are to maintain any equipment on loan from the sports medicine staff in an orderly and respectful manner. Any equipment borrowed from the sports medicine department should be returned in the same state as which it was received.

   b. Each team is responsible for purchasing and maintaining a med kit. Team med kits should be brought to the training room at least one business day prior to every away competition. If a team kit needs stocked at a time other that, it is the coaches’ responsibility to contact the AT. It is the coaches’ responsibility to see that their med kit remains organized at all times.

      i. Coaches are responsible for knowing what is in their team’s med kit at all times.
ii. The only medications (over the counter or prescription) permitted in the team med kits are FUS AT approved inhalers and epi-pens. Medications should never be stored or distributed by anyone but the licensed medical professionals on the FUS sports medicine staff (Appendix A).

c. Coaches are responsible for transporting the team’s medical kit to all away contests. It is to arrive at the host site properly stocked, and taken to the host AT when requesting approved taping/treatment. As per Allegheny Mountain Collegiate Conference (AMCC) Article IX, Athletic Training Standards, “Visiting teams are responsible for providing their own supplies for routine services (e.g. tape)”. This protocol is also to be followed when visiting teams outside of the conference.

d. The coaches are required to verify that water and cups or water bottles are readily available to both teams before, during and after a home contest (AMCC Art IX).

III. Expectations of Student Athlete

A. It is the responsibility of the student athlete to submit all of the required medical paperwork to the athletic department on time. All medical forms must be fully completed, signed, and approved by the athletic department in order for an athlete to be eligible for participation in any practice or contest.

B. During the active season, the athlete is responsible for promptly reporting any and all injuries and illnesses to the sports medicine staff so that they can receive proper care. If an injury or significant illness occurs out of season, it is the student athlete’s responsibility to make the FUS Sports Medicine staff aware prior to resuming participation.

C. If a doctor verbally clears an athlete, it is the athlete’s responsibility to obtain a written clearance before leaving the office and verify that it contains the information required for medical clearance.

D. It is the responsibility of the student athlete to report to the athletic training room at the times they are assigned in order to receive treatment. The athletic trainer will be available prior to the start of practices and home competitions for evaluation, treatment, and referral of student athletes. The athlete is to report to the training room 30-60 minutes prior to the start of their scheduled practice or scheduled competition “warm up” unless they have scheduled a different time individually with the AT. Athletes who are late in arrival may be denied treatment thereby inhibiting or revoking their ability to participate. FUS Sports Medicine does not cover MTEN, WTEN, or WSD practices; these athletes must report during general office hours or schedule a time by contacting one of the FUS ATs.

E. It is the responsibility of the student athlete to report to practice on time. Being in the training room is not an excuse for a late arrival to practices. In the event of a situation where an individual must be held in the training room by the AT, a personal coach’s report for that individual will be sent with the athlete arriving late to practice.
F. Taping and wrapping are not excuses for late arrival to practice. It is the responsibility of the athlete to report to the training room early enough to allow for any wait while the sports medicine staff assists other athletes.

G. In a circumstance where the student athlete is unable to report to the training room at the assigned pre-practice time (due to class, etc), it is his/her responsibility to contact the AT at least 24 hours in advance in order to make other arrangements.

H. It is the responsibility of the student athlete to make and/or report to doctor appointments in order to remain eligible in certain situations. An individual determined by the AT to require an appointment with a doctor may not be eligible for participation until cleared by the doctor.

I. The athlete must adhere to any restrictions placed upon them by the sports medicine staff (i.e. No Go, Altered, Go as Can, etc). In any situation where an athlete participates beyond their medically determined limitations, the athletic director will be notified.

IV. Pre-Participation Requirements

A. No student-athlete is allowed to participate in intercollegiate varsity athletics in any way without all of the proper forms submitted and approved for that academic year. Each of the forms described below are available on the FUS athletics website (franciscanathletics.com) under compliance (found in the “ABOUT” tab). They can also be obtained directly from the FUS athletic training room during the regular school year (open hours).

B. Each student must submit the current FUS Student Athlete Physical Examination Form for each academic year of varsity athletic participation. The physical may be no more than 6 months old on the first day of participation. The physical must be completed following graduation of the preceding school year. The physical must be completed by an MD or DO.

C. Each student must submit the current FUS Medical History Evaluation Form for each academic year of varsity athletic participation. All questions must be answered; all “yes” answers must be fully explained. In the event that the student-athlete is under the age of 18, it should also be signed by a parent or guardian.

D. Each student must submit the FUS Certification of Insurance and Assumption of Liability Form for each academic year of varsity athletic participation. In the event that the student-athlete is under the age of 18, it should also be signed by a parent or guardian.

   a. A copy of the front and back of the student-athlete’s primary health insurance card should be included when returning this form. In the event that the student-athlete does not have primary insurance, they are to report to the head athletic trainer in order to receive proper accommodations.
E. Each student must submit the FUS Student-Athlete Authorization/Consent for Disclosure of Protected Health Information and Consent for Medical Treatment Form for each academic year of varsity athletic participation. In the event that the student-athlete is under the age of 18, it should also be signed by a parent or guardian.

F. Each student must submit the Confirmation of Sickle Cell Trait Status Form for each academic year of varsity athletic participation. In the event that the student-athlete is under the age of 18, it should also be signed by a parent or guardian.

a. The student-athlete is only required to submit their proof of sickle cell trait status (test results) prior to their first year of participation, however, they should return the Confirmation of Sickle Cell Trait Status Form for each year of participation.

G. Each student must participate in baseline ImPACT testing prior to their first day of participation. This baseline score must be reestablished every 2 years. ImPACT testing may be completed by a properly trained FUS coach or by the FUS sports medicine staff (by appointment only).

H. Each student must participate in baseline concussion balance testing prior to their first day of participation. This baseline score must be reestablished every 2 years (on the same year when ImPACT testing is renewed). Baseline concussion balance testing may be completed by the FUS sports medicine staff (by appointment only).

V. Coaches and Return to Participation Clearance

I. Following significant injury, no athlete may participate in any ICA event (practice, competition, or otherwise) unless medically cleared according to school policy.

J. Any athlete missing 2 days of practice for injury or illness must be cleared by a medical professional before returning to participation in ICA practices or competitions.

K. Coaches do not have the authority to permit an athlete to return to participation without the clearance of the AT. If there is a question concerning eligibility, the coach must contact the AT before granting any level of participation.

L. If an athlete has been cleared for return to participation but the coach has reason to believe that the athlete is not yet prepared for activity, they should withhold that student’s participation until they can be re-evaluated by the AT and/or team doctor.

M. The coaches must adhere to any restrictions placed upon student athletes by the sports medicine staff. Coaches violating the appropriate RTP protocol will be reported to the athletic director.
VI. Medical Clearance Requirements

A. Following a significant injury, an athlete must provide the sports medicine department with the appropriate medical documentation in order to be eligible for a return to participation (RTP) with his/her team.

B. Clearance forms must include the practice/hospital’s name, location, and contact information to be eligible for acceptance by AT as a sufficient RTP clearance.

C. A doctor’s clearance must include the injured athlete’s name, date of evaluation, and injury site or diagnosis.

D. The form must specifically state that the athlete is cleared to return to participation. If hospital discharge (or any) paperwork does not specifically state that the athlete is cleared for participation, it will not be accepted as sufficient for clearance.

E. Verbal clearances will not be accepted as sufficient for clearance. If a doctor verbally clears an athlete, it is the athlete’s responsibility to obtain a written clearance before leaving the office and ensure that it contains the above listed required information.

F. If clearance paperwork is submitted to the coaching staff, the athlete remains ineligible. The return to participation paperwork must be submitted to the AT before the clearance of the athlete is effective.

G. Any athlete seeing a doctor other than the team doctor must provide appropriate medical documentation to the AT before returning to play. Clearances given by outside doctors are subject to approval by the AT and team doctor.

VII. Medical Services Provided for Traveling FUS Teams

A. Decisions made regarding the taping and wrapping of athletes before departure for away games will be made on a case by case basis. The final decision may be based on, but is not limited to, distance being traveled, home sports medicine staff availability, availability of a host AT, and competition location and facility.

B. In an instance where the athlete is to be prepared for the game before departure, it is up to him/her to report to the athletic training facility at the pre-determined time. Athletes who are late in arrival may be denied treatment thereby inhibiting their ability to participate in the away competition. Being in the training room is not an excuse for reporting late to the team departure site.

C. In the case that FUS athletes are to be taped or treated at a visiting site, an attempt will be made to contact that school’s athletic department to speak with the host AT. As a courtesy and to release the host athletic trainer from certain liability, a request of treatment list will be sent from the FUS AT to the host AT when possible.
D. Traveling FUS teams will have a medical kit to take to away games. Kits will contain the supplies required by the FUS team while traveling (i.e. tape, first aid care, etc). In the event where a host AT is taping or wrapping an FUS athlete, they must be provided with FUS supplies from the team’s medical kit.

VIII. Away Game Injury Protocol

A. Every school in the AMCC provides an AT. If an athlete is injured during an away contest, defer to the opinion of the on-site AT. In the event of injury, “the opinion of the host AT to disallow return to play should be given the highest consideration by the visiting team coach. The visiting team athletic director and athletic trainer shall be notified immediately following the contest of any failure of the coach to abide by such a recommendation” (AMCC Art IX). FUS head coaches are expected to follow the recommendation of the host AT unless the FUS AT specifically states otherwise.

B. If there is no AT available or you have further questions regarding the athlete’s injury it is the coaches’ responsibility to contact the FUS AT before permitting the student athlete to return to participation. If the FUS AT cannot be reached, the student athlete in question should be held from participation.

C. As per AMCC Article IX, Athletic Training Standards, “It is the visiting team coach’s responsibility to report injuries to their athletic training staff upon return to campus.” This protocol is to be followed when competing outside of the conference as well.

D. The athlete should be instructed to report to the training room the day following an injury 30-60 minutes previous to their scheduled practice time for AT evaluation. If the student athlete is unable to report at this time or does not have a practice the following day, their head coach should contact the FUS AT to arrange a meeting time.

E. If the athlete receives any medical paperwork prior to reporting to the training room the day following the injury (host AT injury evaluation, emergency room, MD, etc), they are responsible for bringing this paperwork to the FUS AT.

IX. Secondary Insurance Claims

A. It is preferred that student athletes carry their own primary insurance policy and submit proof of this policy to the athletic department before participating in any varsity athletic activity. Those student athletes that do not carry primary insurance may be subject to an additional participation fee.

B. All varsity athletes are required to carry an athletic secondary insurance policy through the school. Currently the Franciscan University athletic secondary insurance is provided by BMI Benefits, LLC.  
   a. Those participating in Men’s Rugby are also covered by the USA Rugby secondary insurance provider. USA Rugby accident insurance is currently provided by Health Special Risk, Inc.

C. Each varsity student-athlete will have their school account charged for secondary insurance coverage. This charge will be made to their account on the day they are named to that team’s official roster. This is included in the participation fee which is collected from each varsity athlete.
D. The secondary insurance policy is only to be used in the event of a varsity athletics injury. Injuries sustained by athletes at any time other than while practicing or competing under the direction of their coaching staff at an approved event are not covered by this policy.

E. An injury must be reported to the athletic trainer at the time of its occurrence in order to be eligible for submission to the secondary insurance. If a claim form is submitted and there is no injury report on file with the athletic trainer, it will not be honored.

F. Each student-athlete will receive an athletic secondary insurance card once they have made the team’s official roster. This card is to be submitted along with the student-athlete’s primary insurance anytime he or she is seen by a doctor for an injury sustained during varsity athletic participation.

G. An athlete must complete a BMI claim form within 1 work day of sustaining the injury. Claim forms may be obtained in the training room or on the FUS athletics website. Claim forms must be submitted directly to Marlene Terpenning in Business Services (Starvaggi).

   a. A rugby student athlete must ALSO complete a USA rugby claim form within 1 work day of sustaining the injury. Claim forms may be obtained in the training room or on the FUS athletics website. Rugby claim forms must be submitted directly to the assigned member of the rugby coaching staff (currently coach Dan Kramer).

H. Claim forms must be submitted to BMI within 90 days of injury in order to be eligible. It is strongly recommended that all insurance claim forms are submitted within 48 hours of the original injury.

I. By not following procedures and submitting the appropriate forms, you run the risk of delay in processing payment and possibly being submitted to collections (which harms your credit).

X. Concussion Education and Management

A. Prior to his/her first day of participation, all Franciscan athletes must sign a statement in which he or she accepts the responsibility for reporting any and all injuries and illnesses to the institutional medical staff, including signs and symptoms of concussions.

B. All FUS varsity athletes are required to attend one department directed compliance meeting per academic year; during this meeting athletes are presented with information regarding concussions and given an opportunity to ask any questions they may have concerning head injuries.

C. The FUS Sports Medicine Staff will follow the protocol for concussion management as presented in the Concussion Management Plan (Appendix B).

XI. Sickle Cell Reporting, Education and Management

A. Prior to his/her first day of participation, all Franciscan athletes are presented with information regarding concussions and given an opportunity to ask any questions they may have regarding sickle cell trait.

B. Each Franciscan student athlete must sign a statement in which he or she may express the desire to further discuss sickle cell trait status with a member of the sports medicine staff.

C. Each student athlete must submit proof of sickle cell trait status prior to any participation. The proof of sickle cell trait status must only be provided prior to the first year of FUS varsity athletics participation.
Appendix A

Varsity athletics over-the-counter (OTC) medication distribution policy:

1. OTC medication will only be distributed by the Certified Athletic Trainers (AT) and designated team doctor. No coaches or student workers are permitted to distribute any medication. No athlete is ever permitted to remove medication from the athletic training room supply/storage.

2. A list of all known medical allergies will be kept on file with the AT and reviewed before dispensing any medication.

3. In addition to reviewing the list on file, the AT will verbally question each athlete in regard to their known drug allergies before dispensing any medication.

4. All medications are to be kept in a secure location.

5. OTC medications are only for the use of the FUS varsity athletes and coaches.

6. Only one dose of medication is to be distributed at a time.

7. An athlete will only be given medication from the training room for the first 24 hours of an illness. These medications are provided as a temporary convenience, not as a constant supply source.

8. All distributed medications are recorded on the form, *FUS Varsity Athletics OTC Medication Log*.
Emergency Medical Situation

General Principles of All Emergency Situations

1. If there is a question as to the extent of an athlete’s injury or illness, it is best to manage it as though it is severe.

2. The health and safety of each student-athlete, coach, official, and/or spectator takes precedence over actual competition if continuation of play is a concern.

3. Movement of any injured athlete occurs only when it has been deemed safe to do so— including that the athlete, bystanders, and caregivers will not be harmed doing so.

4. Determination of the need for emergency care is the responsibility of the athletic trainer (ATC) or, in the absence of the ATC, an athletic department appointed first aid provider.

5. Determination of playing status is the sole responsibility of the ATC under the direction, and/or in consultation with, a supervising physician. In the absence of the ATC, athletics department first aid providers should request emergency care as needed. All non-emergency injuries should be referred to the ATC for evaluation and follow-up care (i.e. sprains, strains, contusions, abrasions, etc). Head or neck injuries, cardiac and breathing emergencies, suspected fractures, or severe sudden illness should receive immediate medical care— call 911.

6. All athletic department appointed first aid providers must have current certifications in CPR, AED, basic first-aid, and blood-borne pathogens as required per conference regulations.

7. There is an AED located in the Finnegan Fieldhouse lobby. There is also a portable AED unit which is to accompany the ATC to all home contests.

In the event of an athletic medical emergency on campus the following protocol is to be followed:

The athletic trainer (ATC) will begin to provide care to the injured individual and designate a sports medicine assistant (SMA) or bystander to call 911. After the SMA has informed the EMS dispatcher of the location, severity and type of injury they are to call FUS switchboard and request that security be sent to the location on campus with their lights flashing (to assist the EMS team in locating the area in which their assistance is required).

The athletic trainer is to have the keys available to unlock any necessary gates or doors in order to grant the most direct access to the EMS team.

As with any injury, a detailed report of this incident is to be kept on file.
Prior to his/her first day of participation, all Franciscan athletes must sign a statement in which he or she accepts the responsibility for reporting any and all injuries and illnesses to the institutional medical staff, including signs and symptoms of concussions. All FUS varsity athletes are required to attend one department directed compliance meeting per academic year; during this meeting athletes are presented with information regarding concussions and given an opportunity to ask any questions they may have concerning head injuries.

**Head injury evaluation:**
Any athlete exhibiting signs, symptoms, or behaviors consistent with a concussion shall be removed from practice or competition and evaluated by an athletics healthcare provider with experience in the evaluation and management of a concussion. Healthcare professionals should assume a concussion when unsure and waiting for final diagnosis.
FUS athletics healthcare providers (team doctor, athletic trainer) have the unchallengeable authority to determine management and return to play of any ill or injured student-athlete, as he or she deems appropriate.
Any athlete evaluated and found to have a concussion is to be pulled from participation and not to return until cleared by a doctor. Head injury does not have to be the primary cause for evaluation in order for an athlete to be diagnosed with a concussion or to be pulled because a concussion diagnosis can not be ruled out.

**Technique and equipment:**
In the attempt to prevent head injuries, 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 and current rules of play should be strictly enforced.
Equipment must be maintained properly and worn appropriately at all required times in order to decrease the likelihood of unnecessary injury.

**Return to participation:**
No athlete is permitted to return to participation while exhibiting any sign or symptom consistent with those associated with a concussion following any impact or injury during which a head injury may have occurred.

**Away game protocol**
No athlete is permitted to return to participation while exhibiting any sign or symptom consistent with those associated with a concussion following any impact or injury during which a head injury may have occurred. If the host school doctor or athletic trainer evaluates a Franciscan athlete and cannot rule out a head injury, it is the combined responsibility of the coaching staff and athlete to discontinue participation immediately.
Reporting head injuries

It is the responsibility of both the coaching staff and the athlete to immediately report any signs or symptoms which may be associated with any injury, including concussion, to the FUS athletics health care providers. Injuries of all severity are to be reported.
CONCUSSION
A FACT SHEET FOR STUDENT-ATHLETES

WHAT IS A CONCUSSION?
A concussion is a brain injury that:
- Is caused by a blow to the head or body.
- From contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, a tennis racket or a hockey ball.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- Can happen even if you do not lose consciousness.

WHAT ARE THE SYMPTOMS OF A CONCUSSION?
You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury. Concussion symptoms include:
- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or blurry vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slow reaction time.

Exercise or activity that involves a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

HOW CAN I PREVENT A CONCUSSION?
Basic steps you can take to protect yourself from concussion:
- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticking the head all cause concussions.
- Follow your athletic program's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Practice and perfect the skills of the sport.

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?
Don't hide it. Tell your athletic trainer and coach. Never ignore a blow to the head. Also, tell your athletic trainer and coach if one of your teammates might have a concussion.

Sports have injury time-outs and player substitutions so you can get checked out.

Report it. Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you may be able to return to play.

Get checked out. Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play.

A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep and classroom performance.

Take time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.

IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.
WHEN IN DOUBT, GET CHECKED OUT.

For more information and resources, visit www.NCAA.org/health-safety and www.CDC.gov/Concussion.

Reference to any commercial entity or product or service on this page should not be construed as an endorsement by the Government of the company or its products or services.
SICKLE CELL SCREENING INFORMATION AND INFORMED CONSENT

Although sickle cell trait screening is normally performed on all U.S. babies at birth, many student athletes do not know whether they have the trait. Following the recommendations of the National Athletic Trainers Association (NATA) and the College of American Pathologists (CAP), if the trait is not known, the NCAA recommended in 2009 that athletic departments confirm sickle cell trait status in all student-athletes (Bylaw 17.1.5).

The NCAA recommends that all Division III student athletes do one of the following:

- Be tested for sickle cell trait
- Show proof of a prior sickle cell test
- Sign a waiver releasing the institution from liability

Sickle cell trait is not a disease. It is a term for an inherited condition where an individual has one normal gene for hemoglobin (A) and one abnormal gene for hemoglobin (S). In general, having sickle cell trait does not affect the longevity of an individual. There are no restrictions on athletic activity for student athletes with sickle cell trait but there are some recommendations involving intense exercise.

The sickle cell gene is common in people who come from places where malaria is widespread because carrying one sickle cell gene (sickle cell trait) helped decrease the risk of dying from malaria. This makes sickle cell trait much more common in people of African or Mediterranean ancestry where malaria is common. Sickle cell trait causes some red blood cells to change shape when they are stressed by low oxygen levels, dehydration, heat, and other conditions that result from exertion. This shape change can have serious consequences because sickling cells can block blood flow to important organs and muscles. Sickle cell trait has been implicated in the deaths of nine athletes in the past 7 years.

The kind of intense exercise done by student athletes can put unknowing athletes with sickle cell trait at risk. Although the consequences can be severe, sufficient rest, hydration, and cooling may be all that are needed to treat most cases of exertional sickling. Athletes who have sickle cell trait can follow a few precautions to ensure their safety. These include:

- Engage in a slow and gradual preseason conditioning regimen.
- Build up your intensity slowly while training.
- Set your own pace. Use adequate rest and recovery between repetitions, especially during intense drills.
- Avoid pushing with all-out exertion longer than two to three minutes without a rest interval or a breather.
• If you experience symptoms such as muscle pain, abnormal weakness, undue fatigue or breathlessness, stop the activity immediately and notify your athletic trainer and/or coach.
• Stay well hydrated at all times, especially in hot and humid conditions.
• Avoid using high-caffeine energy drinks or supplements, or other stimulants, as they may contribute to dehydration.
• Maintain proper asthma management.
• Refrain from extreme exercise during acute illness, if feeling ill, or while experiencing a fever.
• Beware when adjusting to a change in altitude, e.g., a rise in altitude of as little as 2,000 feet. Modify your training and request that supplemental oxygen be available to you.
• Seek prompt medical care when experiencing unusual physical distress.

Knowledge of sickle cell trait status can be a gateway to education and simple precautions that may prevent collapse among athletes with sickle cell trait, allowing you to thrive in your sport.

It is important that you understand the presence of sickle cell trait will NOT restrict you from play. Any student athlete with a positive test will receive the appropriate follow up care. Your health information will remain confidential, but a positive test will communicated to the appropriate coaches and trainers.

Sickle cell trait screening is done by a simple blood test. Sickle cell testing at your cost may be arranged by the athletic trainer through a local health care provider.
Appendix E

### Part 1A: Policyholder

<table>
<thead>
<tr>
<th>School/Organization</th>
<th>Policy#</th>
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<tbody>
<tr>
<td>Franciscan University of Steubenville</td>
<td>KHH500028</td>
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<table>
<thead>
<tr>
<th>Mailing Address</th>
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<tr>
<td>1235 University Blvd</td>
<td>Steubenville, Ohio 43952</td>
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<table>
<thead>
<tr>
<th>Injured Person’s Name</th>
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<tr>
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<th>Type of Sport</th>
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<th>How did Injury occur?</th>
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<th>Sport Designation</th>
<th>Intercollegiate □ Intramural □ Practice □ Game □ Other □</th>
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| At the time of injury, was the injured involved in an activity sponsored and supervised by the policy holder? | YES □ NO □ |
|------------------------------------------------------------------------------------------------------------------|

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<tr>
<th>Name of Supervisor</th>
<th>Was he/she a witness to the accident?</th>
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<th>Signature of Supervisor/Official</th>
<th>Title</th>
<th>Date</th>
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### Part 1B: Injured Person’s Information

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<th>Injured Person’s Social Security Number</th>
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<table>
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<th>Injured Person’s Home Address (Street, City, State, Zip)</th>
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<table>
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<tr>
<th>Is the injured Person Employed? YES □ NO □</th>
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If yes, please fill out Section A below.

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<th>Is the injured Person Married? YES □ NO □</th>
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<th>Spouse’s Name</th>
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<table>
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<tr>
<th>Is the Spouse Employed? YES □ NO □</th>
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If yes, please fill out Section B below.

<table>
<thead>
<tr>
<th>Are you covered by any other insurance policy, either as a dependent, group, individual, automobile medical or liability YES □ NO □</th>
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If Yes: Name of Insurance Carrier |

Policy #:

### Parent/Guardian Information

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<th>Mother/Guardian Name</th>
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<th>Is the Father Employed? YES □ NO □</th>
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<table>
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<th>Is the Mother Employed? YES □ NO □</th>
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### Section A (Insured/Father)

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### Section B (Spouse/Mother)

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MEDICAL INFORMATION AUTHORIZATION ASSIGNMENT OF BENEFITS:

You are hereby authorized to furnish at the request of and to BMI Benefits, LLC or the underwriting companies with which it works, information which you may possess, including findings and treatment rendered, X-rays and copies of all hospital and medical records, all occasioned by professional services and hospital care rendered on my behalf. The foregoing authorization is granted with the understanding that any legal rights I may ordinarily have to claim communications between us as privileged are hereby expressly and voluntarily waived. A Photostat of this authorization shall be considered as effective and valid as the original, PAYMENT WILL BE MADE TO THE PROVIDERS OF SERVICE (HOSPITAL, PHYSICIAN AND OTHERS), UNLESS A PAID RECEIPT OR STATEMENT ACCOMPANIES THE BILL AT THE TIME THE CLAIM IS SUBMITTED.

New York: Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Claimant or Authorized Person’s Signature

Date
ATHLETES ARE RESPONSIBLE FOR REPORTING ALL INJURIES AND ILLNESSES TO THE ATHLETIC TRAINER SO THAT THEY CAN RECEIVE PROPER CARE.

Athletes must adhere to any restrictions placed upon them by the sports medicine staff. Participation restriction is broken down into the following categories:

- **No Go**: The athlete is not to physically participate in any manner.
- **Altered**: The athlete may participate within the specific restrictions placed by the sports medicine staff provided they are pain free with allowed activity (i.e., no sprinting, no tackling).
- **Go As Can**: The athlete may participate in any activity provided it does not elicit pain. If the athlete has pain with any activity they are to discontinue that specific activity.
- **Full Go**: Following full recovery from an injury the athlete will once again be granted participation without any restriction.

GET BACK

FOLLOWING SIGNIFICANT INJURY, NO ATHLETE MAY PARTICIPATE UNLESS MEDICALLY CLEARED

Clearance forms must include:

- The practice/hospital's name
- Office location and contact information
- Your name
- Date of visit
- Injury site and diagnosis.

If you plan to return to practice after being seen by the doctor, the form must specifically state that you are cleared to return to participation. If the paperwork does not state that you are cleared for participation, it will not be accepted as sufficient for clearance.

This form must be turned into the Athletic Trainer, NOT your coach.

GET COVERED

IT IS RECOMMENDED THAT ALL VARSITY ATHLETES CARRY THEIR OWN PRIMARY INSURANCE POLICY.

All injuries must be reported to the athletic trainer at the time of their occurrence in order to be eligible for secondary insurance coverage.

The secondary insurance policy is only for varsity athletics injuries. Injuries sustained at any time other than while practicing or competing under the direction of your coaching staff are not covered by this policy.

How to submit a secondary insurance claim:

a. Submit your primary and secondary insurance information at the doctor’s office
b. Fill out the claim form in the training room immediately and submit it to Business Services in Starvaggi Hall. (Rugby players must also submit their USA Rugby claim form to their head coach)

By not following procedures you run the risk of delay in processing payment and possibly being submitted to collections which harms your credit.