To all incoming Student-Athletes:

Welcome to the Humboldt State family. We are excited to call you a Lumberjack! You are beginning a college journey that promises to be a rewarding experience. We hope you will use this Student-Athlete Handbook (in addition to the Humboldt.edu website) as a resource during your time at Humboldt State to answer the many questions you will have, and to learn what is expected of all Lumberjacks.

Humboldt State offers eleven intercollegiate athletic programs and over fifty undergraduate majors. Lumberjacks have been winning national and regional recognition for their excellent academic work in wildlife, marine biology, kinesiology, and beyond for over a century. But we have also produced two Olympians, and won over thirty individual and team national championships.

HSU is located in a small, coastal, college-centered town in northern California. The community that surrounds and supports the University and HSU Athletics is integral to the unique college experience student-athletes can have as Lumberjacks. So too are the many beaches, redwood forests, miles of hiking and biking trails, raging rivers and protected bays and lagoons.

College should be a time for personal growth and memorable experiences. HSU can offer student-athletes both. Because of our location, many of our players become local celebrities to fans of all ages. Media seek interviews. Spectators enjoy conversations and autographs. The visibility and notoriety can add excitement to an athletic career, but it also requires the development of communication skills and comes with increased personal responsibility.

The region’s beauty has attracted artists and freethinkers, ranchers and entrepreneurs. The broad range of social and political views mixed with an abundance of creative energy regularly spawns vocal debates and activism that plays out on campus, on the town plaza, and in the media. The city of Arcata and HSU are known for their environmental and social justice activism. Want to learn how to speak out, join an active debate, or activate a force for change? There are plenty of opportunities in Humboldt!

Looking forward to seeing you on campus, beach or trail.

Duncan Robins

Athletic Director
Humboldt State University
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I. MISSION

The Humboldt State University Athletics Department (HSU Athletics or Department) functions as an integral part of the academic and social environment of the University (or HSU) and our broader community. Consistent with the University’s stated mission and goals, our student-athletes, coaches and professional staff are driven to maintain the highest standards of academic achievement, athletic competitiveness, and informed citizenship while delivering programs which engage the campus and community, build traditions and pride, and develop the brand and reputation of HSU.

HSU Athletics is committed to creating a student-focused, mentor-based environment in which individual student-athletes and teams can reach their full potential. HSU Athletics models and motivates behaviors that foster intellectual curiosity, integrity, selflessness, teamwork, and persistence through hands-on learning techniques which develop confident student-athletes capable of success in academics, athletics, campus leadership, community service, and ultimately in their roles after college.

HSU Athletics will provide this opportunity in an inclusive and equitable manner while: 1) caring for the safety and well-being of every student-athlete; 2) upholding the principles of sportsmanship and ethical conduct; and, 3) complying with all regulations.

II. CORE VALUES

HSU Athletics will operate in a manner consistent with its core values. These shared values are supported by our traditions, policies, procedures, and practices:

INTELLECTUAL CURIOSITY: We are excited by opportunities that require us to discover insights about ourselves and the world, hone or develop new skills, and build or find friendships.

INTEGRITY: We will be honest and forthright in our dealings with one another. We will operate with integrity and in compliance with all regulations regardless of the situation.

SELFLESSNESS: We are heroic, but find inspiration in playing and serving with humility. We will support each other and work together to improve our team, campus, and community.

TEAMWORK: We are an inclusive team of accomplished individuals bonded together by respect, trust and love. We will offer the best of ourselves in ways that improve our teammates and team.

PERSISTENCE: We will attack every moment with purpose. We will play a high-energy, gritty game driven by passion and pride, but remain under control with an unwavering focus.
III. PROGRAM SUCCESS

HSU Athletics is focused on the personal development of each and every student-athlete, but it is also driven to develop successful sports programs. We define and measure program success based on four different parameters: 1) academic achievement; 2) athletic accomplishment; 3) University advancement and fundraising; 4) community service and campus engagement.

ACADEMIC ACHIEVEMENT: HSU Athletics and the University support the academic pursuits of individual student-athletes by investing in tutoring services, supervised study halls and academic counseling services. We measure the cumulative Grade Point Averages (GPAs) and Graduation Rates (ASRs) of each team and compare those results with annual goals.

ATHLETIC ACCOMPLISHMENTS: Each team is supported with professional coaching, Strength & Conditioning and Sports Medicine staff, performance equipment, excellent facilities and sufficient financial budgets to enable athletic success. We compare team performances relative to annual athletic goals, resource investments and expenditures.

UNIVERSITY ADVANCEMENT & FUNDRAISING: Each coach and their team are expected to build our alumni and community relationships, and help fundraise a portion of their scholarship and operating expenses. Each team is given an annual fundraising goal. Fundraising campaigns and revenue generating activities like sports camps are utilized to teach student-athletes project management, community relations, sales, and coaching skills.

COMMUNITY SERVICE & CAMPUS ENGAGEMENT: Teams also engage in team and department-based service projects that are designed to engage a significant portion of the campus and our surrounding community in ways that build student-athletes’ leadership skills, social awareness and a passion for service.
IV. **NCAA DIVISION II OPERATING PHILOSOPHY**

HSU Athletics respects and embraces the NCAA Division II operating philosophy on intercollegiate athletics. NCAA Division II members believe in a well-rounded intercollegiate athletics program based on sound educational principles and the promotion of the well-being of student-athletes. Below are some of the important principles of the HSU Athletics’ and NCAA Division II philosophy.

HSU Athletics individually, and as a member of NCAA Division II:

1. Believes in promoting the academic success of its student-athletes, measured in part by graduation rate of student-athletes that matches or exceeds the graduation rate of the University’s general student body;

2. Believes that participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community;

3. Believes in offering opportunities for intercollegiate athletics participation consistent with the University’s mission and philosophy;

4. Believes in preparing student-athletes to be good citizens, leaders, and contributors in their communities;

5. Believes in striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing, and developing positive social attitudes in all of its athletic endeavors;

6. Believes in scheduling the majority of its athletic competition with other members of the Division II, insofar as regional qualification, geographical location, and traditional or conference scheduling patterns permit;

7. Recognizes the need to balance the role of the athletics program to serve both the institution and the general public;

8. Supports the opportunity for participation in intercollegiate athletics by awarding athletic aid to some of its student-athletes;

9. Believes that institutional control is a fundamental principle that supports the educational mission of the University and welcomes presidential involvement and commitment.

10. HSU Athletics accepts that all funds supporting athletics must be controlled by the University. And, that HSU Athletics must operate with a University approved budget and comply with NCAA Bylaws and the expectations of the membership.
V. STUDENT-ATHLETE BEHAVIOR

5.1 ACADEMICS

HSU Athletics is committed to the philosophy that student-athletes are students first and that all student-athletes must exhibit behaviors that demonstrate a commitment to maximizing academic success as their first priority. The following guidelines have been created to maximize the possibility that student-athletes will meet their academic goals:

1. Student-athletes must adhere to all academic requirements (e.g. study halls, tutoring and advising sessions) specified by their academic counselors, coaches or advisors.

2. A student-athlete’s academic progress will be monitored by HSU Athletics staff. If at any time the staff receives academic information that a student-athlete is not meeting their responsibilities (e.g. warning or probationary status notices, a sub-par grade point average, excessive absences), the staff will inform and/or meet with the Head Coach to determine an academic recovery plan that may include playing or practice privileges being restricted, suspended, or terminated.

3. Sport schedules are designed to minimize missed class time. Although missing classes for regular season or postseason contests is approved by the University, the expectation is that student-athletes will make every effort not to miss any additional classes and will do so only under extenuating circumstances such as illness or family emergency. Excessive absences may result in restriction of a student-athlete’s participation in practice or competition.

4. Student-athletes are not permitted to miss any regularly scheduled classes for activities other than scheduled athletic competitions, unless approved by their advisor, coach and the professor of the class involved.

5. Student-athletes are expected to notify their professors (in the first week of classes) that they are student-athletes and provide each professor with a copy of their travel schedule for the semester. Prior to each trip, student-athletes should remind each professor of upcoming travel conflicts with class.

6. Student-athletes are expected to meet all deadline dates for class assignments and are required to make prearrangements with instructors if quizzes, tests, or special assignments conflict with contest dates.

7. Academic integrity is the responsibility of each student attending this University. Cheating or plagiarism in connection with an academic program at a CSU campus (e.g. HSU) as listed in Section 41301, Title 5, California Code of Regulations, is an offense for which a student may be expelled, suspended, put on probation, or given other disciplinary sanctions.
5.2 SPORTSMANSHIP
Student-athletes are visible representatives of the University both on and off campus. Their behaviors are often closely scrutinized by the media and public. The behavior of student-athletes may affect public perception of the University, HSU Athletics, the team, and the student body. Therefore, student-athletes are expected to demonstrate consistent, role model behavior, sportsmanship, and self-control:

1. Student-athletes must be committed to fair play. Intentional acts of unsportsmanlike behavior or cheating will not be tolerated.
2. When representing their teams during competition, student-athletes will exercise self-control in all ways by not engaging in actions, including but not limited to the following: using profanity; demonstrating unnecessary aggression or hostility towards others; making inappropriate physical gestures; taunting or excessively celebrating; and disrespecting coaches, officials, teammates, or opponents.
3. Student-athletes are prohibited from interacting in any negative way with fans.
4. When interacting with the media, student-athletes are expected to remain positive and not use media interviews as a platform to share personal frustrations about the team, coaches, HSU Athletics, or the institution, or to make any negative comments about opponents, officials, or any other individuals.
5. Any actions that result in the sanctioning of a student-athlete by local, State, or Federal authorities may result in additional sanctions from HSU Athletics, or their team.

5.3 WELL-BEING
Coaches, Sports Medicine, and Strength & Conditioning staff design and supervise physical conditioning and training programs that may require intense physical activities, difficult but constructive feedback, and the creation of benchmarks to maximize each athlete’s potential and team success. Training and instruction is an educational process that requires collaboration between coaches, Sports Medicine, and Strength & Conditioning staff and each student-athlete, especially because such collaboration is intended to minimize the inherent risks associated with intense activities that can be physically, mentally and emotionally challenging. Therefore, it is imperative that each student-athlete play a central role in determining their own well-being and:

1. Report to their coach or one of the Sports Medicine staff, any change in their physical, mental, or emotional well-being that may affect their ability to participate safely, including any additions of prescription medications or over-the-counter supplements.
2. Commit to completing all conditioning activities and practice sessions that are assigned in order to prepare for the physical, mental, and emotional stress associated with playing the sport unless there are documented limitations that have been approved by the Sports Medicine or counseling staff.
3. Refrain from outside activities that will enhance the risk of potential injury during athletics participation, such as excessive exercise, intramural sports, alcohol consumption, using nonprescription drugs, taking over-the-counter supplements that have not been approved...
by the Sports Medicine staff, or taking steroids or other performance-enhancing or illegal drugs.
4. Follow the guidelines given by coaches and the Sports Medicine staff regarding hydration, sleep, and nutrition.
5. Communicate with a coach, or one of the Sports Medicine staff, anytime any abnormal or labored physical response to exercise is experienced (e.g. pain, nausea, shortness of breath, dizziness) and stop the activity immediately.
6. Communicate with a coach, or one of the Sports Medicine staff, if become aware of another athlete’s abnormal or labored physical, mental, or emotional response to any activity.
7. Discontinue participation anytime a coach, or one of the Sports Medicine staff, gives such a directive and, if applicable, follow their directives regarding follow-up meetings with medical staff or other appropriate professionals.
8. Recognize that participation decisions must be made by members of the HSU Athletics staff. Parents cannot override participation decisions.

5.4 TEAMWORK
Team unity and team chemistry are important factors that contribute to a positive and successful athletic experience. Commitment to team goals is essential, and at times they may take precedence over individual goals. However, HSU Athletics does not subscribe to a team culture based on intimidation or mandatory allegiance to questionable practices, and requires that all student-athletes be treated fairly, and with respect by coaches, support staff, and teammates. Under these conditions, student-athletes are expected to exhibit a level of selflessness that promotes team goals:
1. Student-athletes are expected to abide by team rules that have been constructed by the team, approved by the Head Coach, and by the Athletic Director.
2. Student-athletes are expected to abide by all NCAA rules that have been provided in the annual orientation session conducted by HSU Athletics.
3. Student-athletes are expected to abide by all NCAA, HSU and HSU Athletics policies that are contained or summarized in the Student-Athlete Handbook and related documents, which is available online, including but not limited to the policies that prohibit alcohol consumption, sexual harassment, bullying, drug use, gambling, and tobacco use.
4. Student-athletes are expected to report any actions that establish a class system (e.g. hazing and initiations) to their coach, Athletic Director, Senior Woman Administrator (SWA), or Compliance Officer immediately.
5. Student-athletes are expected to report any behaviors that they would describe as abusive by a coach, staff member, or a teammate to the Athletic Director, SWA, or Compliance Officer.
6. Student-athletes and coaches are expressly prohibited from engaging in sexual intimacies and other forms of inappropriate conduct with each other. Student-athletes are expected to report immediately any behaviors that serve to destroy the standard of impartiality and professional trust that must be maintained by all coaches.
5.5 STUDENT-ATHLETE HOSTS
Student-athlete hosts (Hosts) and visiting prospective student-athletes (Prospects) have a responsibility to understand and abide by all NCAA, HSU and HSU Athletics regulations. Some of these include, but are not limited to:

1. A zero tolerance policy regarding drugs and alcohol. Hosts and Prospects may not consume alcohol or use illegal substances at any time during an official visit.
2. Hosts and Prospects are prohibited from attending parties with alcohol, entering adult entertainment establishments (i.e. bars, strip clubs and topless bars or restaurants and night clubs), or arranging for adult entertainment/escorts.
3. Hosts and Prospects are prohibited from engaging in any gambling activities.
4. Hosts must adhere to allowable hosting expenditures and reimbursement requirements.
5. No cash or apparel (e.g., t-shirts, hats or shoes, etc.) may be given to the Prospect.
6. Hosts may not use a vehicle not owned by a student. Prospects may not drive a Host’s vehicle.
7. Hosts may not transport the Prospect or anyone accompanying the Prospect more than 30 miles from campus.
8. Hosts must be responsible at all times for making sure the Prospect is safely returned to their hotel or dorm by the curfew established by the coaching staff.

Failure to abide by these guidelines may expose the Host to sanctions that might impact athletic eligibility, athletics aid and/or enrollment status.

5.6 MEDIA RELATIONS AND INTERVIEWS
HSU Athletics and its student-athletes, coaches and staff are expected to promote the University. To help in this effort, the Sports Information Office assists student-athletes, coaches and staff in all aspects of marketing and media relations.

Simple guidelines for maximizing promotional efforts:
1. Work with the Sports Information staff collaboratively.
2. Answer the Sports Information staff’s phone, text or email messages promptly.
3. Return information and marketing requests in a timely manner.
4. Ask the Sports Information staff advice on how to handle obvious issues.
5. Stay positive and exhibit gracious sportsmanship.

Additional guidelines for interviewing:
1. All interviews must be coordinated through the Sports Information Office.
2. No interviews from home unless arranged by staff and approved in advance.
3. Never miss class to do an interview.
4. Remember that nothing is ever truly “off the record”. Be careful!
5. Members of family are not required to grant interviews.
6. Don’t talk about injuries or illnesses of other student-athletes.
5.7 **SOCIAL MEDIA**

Teams may have team-specific social media accounts managed by student-athletes, however any social media account considered a public account representing the interests of an HSU Athletics program or using University intellectual property is the property of HSU Athletics and the University.

Permission to start such a site or account must be obtained from the Athletic Director. All administrators, their contact and log in information (e.g. user names and passwords) must be given to the Sports Information staff, and kept up to date. There will also be:

1. No management of the account by student-athletes without approval by the AD (and SID).
2. No change of administrator or the log in information without update/approval of AD (and SID).
3. A requirement that if two step authentication is required, the primary controls will rest with SID.

Sites must follow FERPA and HIPPA guidelines and use good taste. All photos, videos, news stories or other information not authored by an account manager should be used only in compliance with copyright laws. Disclosure of confidential, employment, or financial information is strictly prohibited.

Other guidelines include, but are not limited to:

1. Adhere to HSU Athletics core values, behavior expectations and team rules.
2. Make sure facts are correct and copy uses correct spelling and grammar.
3. Practice generosity, use common sense and be courteous.
4. Respect other people’s opinions but don’t allow postings that are not accurate.
5. Don’t comment on politics and religion.
6. Do not link to external sites promoting products or services without seeking permission.
7. Check your site/account regularly. Delete spam and block those users posting them.

5.8 **EQUIPMENT**

Equipment will only be issued to student-athletes that are listed as eligible to receive gear. Eligibility will be determined by the Compliance Officer and the Head Athletic Trainer. An eligibility determination will require at least the completion and return of the following:

1. All Compliance forms;
2. Physical Examination form;
3. Health and Injury Questionnaire form;
4. Proof of Insurance.

Any student-athlete not listed as eligible to receive equipment should either contact the Compliance Officer and/or the Head Athletic Trainer to see what items are missing. Once the issue is corrected, the student-athlete’s name will be added to the Equipment Manager’s list making them eligible to receive gear.

Student-athletes that are issued equipment must:

1. Allow the Equipment Manager to fit them with the appropriate equipment;
2. Report any problems with fit or function promptly;
3. Respect the equipment as if it were their own;
4. Return damaged equipment for repair promptly;
5. Report lost or stolen equipment;
6. Return the issued equipment immediately after the season or upon leaving the team.

Each student-athlete is responsible for the equipment they are issued. Upon acceptance of equipment, the student-athlete assumes full responsibility for the equipment issued. If a student-athlete exchanges their equipment with a teammate, they remain responsible for the initial equipment issued to them (not the equipment they now have). When returning equipment, each student-athlete is responsible for making sure that the Equipment Manager (or staff) checks in the items and notes the return of the equipment on the appropriate team card or spreadsheet.

It is the student-athlete’s responsibility to return all equipment issued, regardless of condition, to the Equipment Room within the specified timeframe after each season. If items are not returned, a list will be created and posted in the team’s locker room, detailing what is missing. A duplicate list will be given to the appropriate coach. The student-athlete will be given a reasonable amount of time to find and return the missing equipment before being billed. Sanctions could be issued by the University for an unpaid bill including, but not limited to, a hold being placed on grades, transcripts, and/or registration.

5.9 LAUNDRY
All student-athletes are responsible for turning in their practice gear to be washed, as follows:
1. Return practice gear to be laundered immediately after practice;
2. Place gear issued by the Equipment Room on laundry loop/pin;
3. Place gear on loop/pin into Practice Gear bin;

Note: Uniforms will be laundered separately. Do NOT place uniforms in with practice gear. No personal items will be laundered. Laundry turned in late may or may not be washed prior to the next practice. Once the laundry is washed it will be placed into the appropriate team locker room.

5.10 LOCKER ROOMS, BENCHES AND PLAYING AREAS
Student-athletes and their teams are expected to maintain locker rooms, benches and playing areas in a tidy, “picked-up” state. Failure to comply with this guideline will be considered a violation of HSU Athletics guidelines and general disrespect for University assets and cleaning staff. For example, after each practice or contest, no clothing items should be cluttering the space, no old tape and other garbage should be on the floor or seating. Showers should be kept clean of personal effects. And, no offensive or derogatory materials should be located anywhere. These expectations are heightened when traveling and using non-HSU facilities.
5.11 BOAT SAFETY – ROWING TEAM

Rowing is an outdoor sport with a practice season that extends from August through May. Humboldt Bay, the rowing team’s home, due to its natural protections and mild climate, is an excellent and beautiful location for rowing. However, because rowing is conducted on the water exposed to weather and motorized boat traffic, safety and safe practices are a requirement.

The HSU Athletics rowing team maintains and adheres to a Boat Safety Manual. A summary of some of the expectations of student-athletes that row include, but are not limited to:

1. All rowers must be familiar with HSU rowing’s emergency protocol as outlined in the Boat Safety Manual.
2. All rowers must pass a swim test, this should include demonstrating the ability to put on a Personal Flotation Device (PFD) while in the water. Note: Each rowing shell has been designed for floatation, but is not a PFD. PFD’s and other safety equipment will be carried in a motorized safety boat accompanying the rowers.
3. All rowers must understand basic rowing commands and terminology, including terms for the rowing equipment, basic strokes, marine and harbor navigation and incident avoidance.
4. All rowers must attend pre-practice meetings in conjunction with all coaching staff and coxswains to ascertain where each coach and each shell will be during that practice.
5. All rowers must review the whiteboard pre-practice. It will list line-ups with each coach and will have tide, wind and weather conditions posted.
6. All rowers should familiarize themselves with the map of Humboldt Bay that illustrates traffic patterns and identifies all known hazards and channel markers.
7. All rowers must take responsibility for the safety of their fellow crew members, and be accountable for the proper functioning of their oar, rigging, foot stretchers, seat and slide.
8. All rowers will be expected to contribute to the preparing shells and equipment for practices, travel and races. Similarly, all rowers will be expected to contribute to the washing and storage of shells and equipment after use.
9. All rowers must take care when moving around the rowing shells, oars and other equipment in order to minimize the potential for injuries to anyone in the vicinity.
10. All rowers must take additional care when practicing or competing on other bodies of water, to learn the local hazards, traffic patterns, weather, potential risks and the local safety protocols and services.
11. All rowers must take additional care if using borrowed equipment while practicing or racing away from home.

Note: Coaches and safety boat operators have many significant responsibilities and safety-related requirements covered in the Boat Safety Manual.
VI. ATHLETIC-RELATED ELIGIBILITY REQUIREMENTS

6.1 INTRODUCTION
There are a number of non-academic eligibility requirements. First and foremost, student-athletes must be in good standing with the NCAA (i.e. not serving a sanction for violating a regulation). A short list of the less obvious regulations are listed below. A full list can be found in the NCAA Manual (http://www.ncaapublications.com), or by asking the HSU Athletics compliance staff.

6.2 SEASONS OF COMPLETION
There is a restriction impacting eligibility regarding “seasons of completion” (Bylaw 14.2):
1. A student-athlete shall not engage in more than 4 seasons of competition in any sport.
2. A student-athlete shall complete his or her seasons of participation during the first 10 semesters in which the student is enrolled full time.
3. A “Hardship Waiver” can help a student-athlete save a season of competition. Report an injury immediately to the Sport Medicine team and coach. The Compliance Officer can help inform student-athletes about their options and file for a waiver if warranted.

6.3 “RED SHIRT”
“Red shirt” is not an official NCAA term. A “red shirt” season refers to a year in which a student-athlete does not use a season of competition. During a year in which the student-athlete does not use a season of competition, if NCAA eligible to do so, a student-athlete can practice with their team and receive financial aid. NCAA Division II student-athletes have 10 full-time semesters or 15 quarters of full-time enrollment in order to participate as a student-athlete. Of these 10 full-time semesters or 15 full-time quarters, a student-athlete only has four years of athletics eligibility (seasons of competition) in which he or she can participate against outside competition. Because of this, there is an extra year of time and student-athletes may choose to use this extra time as a “red shirt” year. Each Head Coach is responsible for determining and monitoring the playing status of each of their student-athletes. This includes granting student-athletes a “red shirt”.

Each Head Coach has the responsibility to clarify the role of each student-athlete on the team. If the role of a student-athlete is to “red shirt”, the Head Coach will clarify the role and related expectations in writing with the student-athlete. If a Head Coach and student-athlete agree that participation in competitions shall not take place during an academic year, the Head Coach will discuss with the student-athlete expectations related, but not limited to:
1. Role (i.e. on the team as a “red shirt”);
2. Participation (i.e. in practices and other non-competition team activities);
3. Scholarship (i.e. amount, if any)
4. Conduct (note: see team rules, and other regulations);
5. Athletic apparel and equipment (i.e. what will be issued and when);
6. Travel.
Note: “Red shirts” cannot be part of a team’s travel party to away contests. However, they may travel to the competition site on their own, and sit on the bench with the team so long as they have the coach’s written approval, are not missing class or other academic requirements, are NCAA eligible, and in them doing so, do not cause the team to exceed the allowable limits on roster size as set forth by the conference.

6.4 AMATEURISM
All student-athletes must adhere to the “amateurism” guidelines (Bylaw 12.1). All incoming student-athletes must register with the NCAA Eligibility Center (http://www.eligibilitycenter.org). Initial amateurism determinations will be provided to the University by the Eligibility Center. However, continuing verification will be conducted by HSU Athletics compliance staff with help from each student-athlete and their coach. A student-athlete will not be eligible for participation in an intercollegiate sport if, following initial fulltime collegiate enrollment, the individual takes or has taken pay, or has accepted the promise of pay in any form, for participation in that sport, or if the individual has violated any of the other regulations related to amateurism.

The NCAA has adopted amateurism rules to ensure that student-athletes’ priority remains on obtaining a quality educational experience, and that all student-athletes compete equitably. In summary, amateurism requirements do not allow:

1. Contracts with professional teams.
2. Salary for participating in athletics.
3. Prize money above actual and necessary expenses.
4. Compete with professionals for money.
5. Benefits from an agent or prospective agent. Agreement to be represented by an agent.

6.5 AWARDS AND BENEFITS
Student-athletes, their relatives or friends may not receive Extra Benefits or Awards that do not conform to NCAA guidelines and regulations. An Extra Benefit is defined as any special arrangement by a University employee or representative of HSU Athletics’ interests that provides a student-athlete, their relatives or friends a benefit not made available to the student body or their relatives or friends (ByLaw 16). Travel expenses, tickets, meals, loans and special services may all be considered Extra Benefits. The Compliance Officer should be contacted prior to providing or receiving any of the above. See the section on Boosters for more information. Note: Awards for effort or service may also be an eligibility concern and should be cleared before giving or receiving.
VII. ACADEMIC ELIGIBILITY REQUIREMENTS

7.1 INTRODUCTION
Below are listed the academic eligibility requirements for NCAA student-athlete. More information can be found in the NCAA Manual (http://www.ncaapublications.com), or by asking the HSU Athletics compliance staff.

7.2 CREDITS HOURS AND GRADE POINT AVERAGES
All student-athletes must remain Academically Eligible (Bylaw 14.1). The basic Credit Hour and Grade Point Average (GPA) requirements include:

1. Student-athletes must be enrolled in a minimum of 12 credit hours (full-time) to be eligible to compete. During the first week of the semester, student-athletes may add or drop classes. Student-athletes may practice but not compete during the first 5 days if they are enrolled in classes that sum to less than 12 credit hours.

2. Student-athletes must be in good academic standing according to University standards, with a minimum GPA of 2.0.

3. If a Student-athlete is enrolled in less than a full-time program (12 credit hours), they are only eligible to compete if they are enrolled in the last term of their degree program and are carrying all credits necessary to finish their degree.

7.3 PROGRESS-TOWARD-DEGREE
There are additional Progress-Toward-Degree requirements (Bylaw 14.4) that may require help from an academic advisor or the Compliance Officer to understand. DO NOT choose classes without seeking advice from an academic advisor. Any action taken based on advice from someone other than an academic authority (e.g. other students, team-mates, coaches, parents) is considered an action based on a circumstance within your control by the NCAA (Bylaw 14.2). The Progress-Toward-Degree requirements include:

1. Satisfactory completion of 9 hours of academic credit in the preceding academic term. Note: A transfer must also meet this requirement with 9 hours of transferable credit.

2. Satisfactory completion of 24 hours of academic credit over the preceding 2 academic terms. Note: up to 6 hours of academic credit taken over summer may be used to fulfill this requirement.

3. Student-athletes must designate a program of study (major) by their 5th semester (beginning of the 3rd year) and therefore make progress toward that specific degree.
4. From the beginning of the 3rd year of enrollment (5th semester) credits used to meet Progress-Toward-Degree requirements must be creditable toward the designated degree program.

5. Student-athletes in their final academic year of a degree program may use credit hours acceptable toward any of the University’s degree programs to satisfy the nine (9) hour requirement.

6. Student-athletes must earn at least 75% of the semester hours required for satisfactory progress during the regular academic year (i.e. may not earn more than 25% of the semester hours during the summer).
VIII. ACADEMIC SUPPORT SERVICES

8.1 INTRODUCTION
HSU and HSU Athletics offer a number of services to support the academic pursuits of student-athletes while also fostering personal growth and development. Some of these services are listed below.

8.2 ACADEMIC ADVISING
HSU Athletics has an assigned academic counselor that works directly with incoming freshmen and sophomores. The services offered include: 1) Support with priority class registration; 2) Advice with developing study plans; 3) Setting up tutors and/or mentors; 4) Administration and review of mid-semester evaluations submitted by a student-athlete’s professors; 5) Working with student-athletes to build relationships with their professors, and to help work through any issues that may come up. With this direct support, student-athletes as underclassmen, learn how to: 1) Optimize their academic experience; 2) Navigate fields of study and choose a major, 3) Learn the intricacies of class registration; 4) Plan their studies; and, 5) Find/access the many resources available to students at HSU.

By the time student-athletes are upper classmen (juniors and seniors), most are comfortable navigating and working the University’s systems for their needs. By this time, student-athletes have declared majors. Once working towards a specific major, advising becomes more tailored, and as a result, the majority of the academic advice will come from major-specific advisors who will be assigned to each student by the associated department. However, coaches, compliance staff and advisors remain available to help student-athletes make difficult decisions that might impact eligibility, and should be consulted whenever in doubt. No student-athlete should change their major without first consulting with the HSU Athletics compliance or advising staff, as changing a major may have significant ramifications on eligibility.

8.3 STUDY HALL
HSU Athletics invests in supervisors, quiet rooms and computer labs in which student-athletes can apply themselves to their studies. All incoming student-athletes must commit to spending time in study hall. Most teams expect their freshmen and Junior College transfers to commit to a minimum of 6 hours of study hall time a week. This time is tracked and reported to coaches. Most teams also require student-athletes with GPAs of 2.5 or less to commit to a minimum of 6 hours of study hall time a week. Some coaches will allow some study hall hours be to be substituted with hours spent in supplementary instruction, with tutors or mentors in certain circumstances.

8.4 TUTORING AND MENTORING
Student-athletes are encouraged to request assistance whenever necessary. To request a tutor or mentor, contact the HSU Athletics academic advising staff. Each student-athlete requesting
support will be required to fill out a tutor or mentor request form in order to be matched with a
tutor or mentor. Once a tutor or mentor has been assigned, there is an expectation that the student-
athlete will meet with the assigned tutor at least once a week. Missed meetings will be reported to
the student-athlete’s coach. Missed meetings may also result in the support being cancelled.

HSU also offers a free Writing Studio, Math Tutor Lab, Science Tutor Lab and general tutoring
services. The HSU Athletics staff can help student-athletes find and access these resources. Many
departments also offer additional, more specific tutoring services. And every faculty member is
expected to hold regular office hours during which they are available to help students with
assignments or clarify class concepts, assignments or projects.

8.5 FACULTY ATHLETICS REPRESENTATIVE
The Faculty Athletics Representative (also known as the FAR) serves as the liaison between the
HSU Athletics and the University. The FAR is appointed by the President and reports directly to
the President’s office.

The HSU Athletics FAR is an advocate for student-athletes. The FAR’s duties include overseeing
the certification of student-athletes for practice and competition, helping oversee student-athlete
well-being, serving as a liaison between HSU Athletics and the rest of the University, and
investigating any NCAA rules violations. Contact information for the FAR can be found on the

8.6 CAREER ADVISING
HSU Athletics prides itself on developing leaders that are prepared to become productive
community members upon graduation. Coaches and staff work with student-athletes to develop
their work-related skills and behaviors. HSU Athletics is working with many of the coaches to
develop team-specific programs focused on the development of leadership, project management,
sales, and communication skills. Additional personal developmental seminars and workshops are
planned by the Student-Athlete Advisory Committee (SAAC). These opportunities can include
resume building, public speaking, interviewing, and other life skills topics.

HSU provides career counselling and resources for all students. The advisors in the Academic &
Career Advising Center (http://www2.humboldt.edu/acac) help students connect their campus
experience to future careers. The Center hosts regular resume building workshops and advising
sessions for interview tactics and job searching strategies.
IX. ATHLETIC SCHOLARSHIPS AND OTHER FINANCIAL ASSISTANCE

9.1 INTRODUCTION
Student-athletes may be awarded athletics-related financial assistance directly from the University as a way to offset some, or all, of the cost of pursuing a college education. Through a regulated program of financial assistance, the NCAA allows universities to subsidize some, or all, of their student-athletes’ college expenses, as it is recognized that these students devote many hours each week to practice and competition, and thus may find it difficult to work part-time during their seasons.

The two primary goals of the HSU Athletics scholarship program are:
1. To provide financial assistance to student-athletes; and,
2. To ensure that the awarding of each scholarship is consistent with the regulations of the NCAA, and aligns with the mission and values of the University.

HSU Athletics will comply with the requirements as set forth by the NCAA (Bylaw 15), as well as relevant conference, Title IX and HSU guidelines including, but not limited to:
1. Adhering to maximum total limits for the University;
2. Restricting types and make-up;
3. Staying within set terms and conditions;
4. Limiting sport-by-sport maximums;
5. Honoring Title IX requirements.

Note: Monitoring individual and team limits, University maximums and Title IX compliance is the responsibility of the Athletic Director, Compliance Officer and Financial Aid Office.

9.2 DEFINING ATHLETICS-RELATED FINANCIAL ASSISTANCE
For the purposes of this document, athletics-related financial assistance will refer to the grant-in-aid described in the Athletics Financial Aid Agreement that is signed by each student-athlete receiving a scholarship. The financial aid amount described in each agreement will typically be awarded to the student-athlete in the form of credit(s) against tuition fees, but a portion of the aid may also come in the form of a housing grant or credit for purchasing textbooks. In this document, athletics-related financial assistance may be referred to as aid, grants, grants-in-aid, awards, or scholarships.

For student-athletes living on campus, housing grants will not exceed the value of a full year cost of a bed in a double occupancy room in a campus residence. A portion of the aid, not to exceed $400, may come in the form of credit at the campus bookstore for purchasing textbooks required for coursework at HSU. This credit cannot carry over to the next academic year.
9.3 LIMITATIONS ON AMOUNT OF AN ATHLETIC SCHOLARSHIP
Student-athletes may not receive athletics-related financial aid over a full grant (Full Grant) as defined by NCAA, which includes the sum total of: tuition and other required fees, room, board, books and supplies required by course work. However, a student-athlete may receive other, non-countable financial aid, unrelated to athletic ability (e.g. academic scholarships, grants, loans, and work-study programs) up to the full cost of attendance, or the value of a Full Grant, plus aid that is permissible by federal regulations. Permission for any financial aid in excess of a Full Grant must be based on a student-athlete’s demonstrated financial need. If a student-athlete has been selected for the Federal or State verification process, any resulting changes to the Federal or State aid shall be in accordance with all Federal and State regulations, up to and including the loss or reduction of aid. Student-athletes must complete the entire financial aid process including verification.

9.4 DURATION OF AN ATHLETIC SCHOLARSHIP
Scholarships are typically awarded on an academic year basis, but may be awarded on a semester, or an even shorter time span. Scholarship amounts are determined by the Head Coach of each sport, which are then approved by the Athletic Director, Compliance Officer and Financial Aid Office. In the signing of the Athletics Financial Aid Agreement and subsequent acceptance of a portion of a grant, student-athletes agree to the required conditions that must be met and maintained, as set forth by the NCAA, relevant conferences and HSU Athletics for the specific period outlined in the grant (e.g. academic year, semester or other time span as indicated in the contract) for the scholarship to be maintained. Student-athletes with questions about their award or the related conditions should discuss them directly with their Head Coach, or the Compliance Officer.

9.5 RENEWAL OF AN ATHLETIC SCHOLARSHIP
The renewal of an athletics grant-in-aid is not assured. Decisions regarding future awards of financial aid will be made on, or before July 1st, just prior to the academic year in which it is to be awarded. The Financial Aid Office will send an official notice of any grant amounts for the upcoming semester or academic year. It is expected that each coach will discuss future grant amounts with their student-athletes prior to any July 1 notices being sent.

9.6 REDUCTION (OR INCREASE) IN AN ATHLETIC SCHOLARSHIP
An athletic scholarship may be immediately reduced or canceled during the term described in the Athletics Financial Aid Agreement if the student-athlete:
1. Becomes ineligible for intercollegiate competition;
2. Gives false information on an application, letter of intent or financial aid agreement;
3. Engages in serious misconduct that results in disciplinary action;
4. Violates HSU Athletics regulations or team rules;
5. Receives financial aid in excess of an allowable Full Grant amount;
6. Voluntarily withdraws from a team, or separates from HSU.
Note: The granting of a transfer release as a result of a request by a student-athlete will constitute a withdrawal from their team. The withdrawal by a student-athlete from a team may result in the reduction or proration of any related athletics grant in-aid based on the week of departure from the team. If the grant has already been disbursed prior to a student-athlete’s departure from the team, a subsequent proration of that award may result in the student-athlete being billed for a portion of the athletics-related financial aid already received.

An athletic scholarship may NOT be reduced or cancelled during the term described in the related Athletics Financial Aid Agreement because of the following:
   1. Athletic ability, performance or contribution to the team’s competitive success;
   2. An injury or illness that prevents participation in athletics;
   3. Any other athletic-specific reason.

An athletic scholarship must be reduced or cancelled during the term described in an Athletics Financial Aid Agreement because of the following:
   1. Signing of a professional sports contract for the sport indicated on the award letter;
   2. Acceptance of money for playing in an athletics contest, if earnings exceed grant limits;
   3. Representation by an agent and acceptance of money for athletics;
   4. Receiving other aid that causes an individual limit to be exceeded.

Note: A student-athlete who is subject to a reduction in a grant because of a decision by a Head Coach or HSU Athletics shall be given an opportunity to appeal to the decision. See Final Appeals Process.

9.7 OTHER FORMS OF FINANCIAL AID
The Financial Aid Office can assist student-athletes in researching and identifying other sources of funding for their college expenses outside of athletic scholarships. Student-athletes are encouraged to research and identify additional financial assistance in the form of grants, scholarships, and federal loans, among other types of aid. Please meet with a financial aid advisor or visit the Financial Aid website (https://finaid.humboldt.edu/). Student-athletes are also encouraged to apply for campus-based scholarships that are available to all HSU students. The application process is available online and submission is required by early March each year. For more information on campus scholarships, please go to the section of the Financial Aid website (https://finaid.humboldt.edu/aid-types/other) describing other types of aid.

Student-athletes must report all non-institutional, outside financial aid to the Compliance Officer and the Financial Aid Office via the Outside Financial Aid Reporting form to ensure that individual limits are not exceeded. The Compliance Officer and Financial Aid Office monitor all outside aid for student-athletes to ensure awards do not exceed a Full Grant.
9.8 WORK AND WORK STUDY
HSU’s Academic & Career Advising Center has staff, resources and a website (https://www2.humboldt.edu/acac) that can help students find jobs or internships. It also offers services for students interested in developing job hunting and work-related skills.

Some students on financial aid may qualify for Work Study opportunities. Work Study is a federally funded program that entices eligible companies and service organizations to hire qualified candidates who are eligible for Work Study support. The support comes in the way of Federal funds that cover a significant portion of the wages earned by the student worker. HSU Athletics does offer some job opportunities to students that qualify for Work Study assistance. If you are interested in working in a position within HSU Athletics, please contact your coach or inquire at the department office.
X. BOOSTERS, BENEFITS AND SPECIAL ARRANGEMENTS

10.1 INTRODUCTION – THE RISK
The financial well-being of every athletics program is dependent on loyal, generous fans and knowledgeable, hard-working coaches. Unfortunately, people with the best of intentions can get a program, sport or student-athlete in serious trouble. An overzealous booster can render a student-athlete ineligible for competition by giving them or one of their family members what the NCAA calls ‘benefits’ and/or ‘special arrangements’. Before giving or receiving, please ask the Compliance Officer.

10.2 DON’T GIVE OR ACCEPT BENEFITS OR SPECIAL ARRANGEMENTS
Benefits which result in a violation are defined by the NCAA as anything that is not generally available to the University’s students (or their relatives, friends and family) or a particular segment of the student body determined on a basis unrelated to athletics ability (Bylaw 16). Examples of benefits or special arrangements that could affect eligibility for a student-athlete include, but are not limited to:

1. Gifts such as clothing, phones, computers, software, or textbooks;
2. Paying for lunch at a restaurant, movie tickets, and airline tickets;
3. Providing a service for free such as dry cleaning or typing services;
4. Providing services at reduced rates, loaning money, use of an automobile, or an apartment;
5. Cosigning a loan or lending money.

10.3 EXCEPTIONS
Boosters MAY provide an occasional home meal for student-athletes under the following conditions:

1. The meal must be provided in their home (as opposed to a restaurant) and may be catered.
2. Meals are restricted to infrequent and special occasions (e.g. holiday or celebration).
3. They may provide transportation to their home for the meal (but not to a restaurant).

Boosters MAY provide summer jobs to student-athletes under the following conditions:

1. Payments are only made for work actually performed.
2. Payments are based on the going rate for similar services in the area.
3. No transport is provided to/from work unless regular employees are similarly transported.

10.4 SCHOLARSHIP DONATIONS
It is permissible for an individual or entity to contribute funds to the University to finance a scholarship for a particular sport. However, the decision as to how those funds are allocated within the sport rests exclusively with HSU Athletics. It is not permissible for an individual to contribute funds to finance a scholarship for a specific student-athlete.
XI. TEAMS AND TEAM RULES

11.1 INTRODUCTION
HSU Athletics is fortunate to be able to offer sports programs for accomplished student-athletes. However, student-athletes understand that it is a privilege, not a right, to play on an HSU Athletics sports team. Coaches have the right to choose who makes their team and who plays or doesn’t play. However, coaches are expected to treat their student-athletes with respect and manage their programs in accordance with the core values of HSU Athletics and in compliance with all regulations of the CSU, HSU, NCAA and relevant conferences. Student-athletes have the ability to appeal certain official decisions and sanctions, and/or resign from the team.

11.2 TEAM RULES
The formation of team rules, including codes of conduct, is essential to the success and cohesiveness of an athletic team. Team rules provide a system of accountability, create structures for time management, and serve as guidelines for each student-athlete’s conduct as a participating member of the team and a representative of HSU Athletics and the University. NOTE: Team rules do not need to explicitly include regulations found in the Student Handbook or other documents governing behavior for those expectations to be considered a part of a team’s rules. Team rules may highlight certain aspects of other regulations to draw attention to them. But they must not run counter to regulations set by official entities like NCAA, CSU, or HSU.

Team rules must align with the core values HSU Athletics and comply with relevant regulations, policies and procedures of HSU Athletics, the University, NCAA and conference. Every coach is required to submit proposed team rules to the Athletic Director and the Compliance Officer for evaluation and approval before the beginning of each team’s season. NOTE: Team rules and related sanctions must not violate or infringe on the basic rights of student-athletes.

Each Head Coach shall develop rules and/or sanctions that govern the conduct expected and/or required for their team and program. Team-specific rules may include, but will not be limited to, general expectations or specific requirements regarding:

1. Behavior as a representative of the team, program, department and University;
2. Academic goals, study regimen, classroom behavior and professor communications;
3. Time commitment, schedules and punctuality;
4. Personal attitude, self-discipline and sportsmanship;
5. Practice and training policies (apparel, protocol, etc.)
6. Game-day and other event policies (curfews, apparel, etc.);
7. Travel policies (dress, departure protocol, curfews, etc.);
8. Social media participation and media interactions;
9. Set-up, storage, use, and maintenance of equipment, locker rooms and playing areas;
10. Roles of coaches, captains, and various player groupings;
11. Conflict resolution processes;
12. Sanctions and appeals processes;
13. Emergency plans and contact information;
14. Support services, and parental communications or support.
11.3  CREATION OF TEAM RULES
The development of team rules should involve the participation of student-athletes (e.g. team captains or the Team Council). A Team Council may be made up of team captains and/or a representative from each academic year. HSU Athletics believes that student-athlete involvement in the creation of team rules improves the likelihood of their adoption, accountability, fair treatment, and team building while contributing to the educational experience of the student-athletes.

A proposed draft of team rules must be submitted by the coaching staff to the Athletic Director and Compliance Officer for evaluation no later than one week before the start of the first practice of the year. The Athletic Director and Compliance Officer will evaluate the proposed team rules and return as approved or amend them so that implementation of these rules may begin.

11.4  VIOLATIONS AND SANCTIONS
If a Head Coach and/or Team Council determines that the conduct of a student-athlete violates a team rule or other regulation(s) in a manner that should result in more than a warning, the Head Coach should notify the Athletic Director and Compliance Officer of the student-athlete’s name(s), the violation, when the violation occurred and any sanctions suggested or implemented by the Head Coach and/or Team Council (the latter needing clearance by the Head Coach). See the SANCTIONS section.

If the sanction implemented includes a suspension, the Athletic Director, Head Coach and Sports Information staff will meet to determine how and what HSU Athletics will communicate to the media and on social media.
XII. SPORTS MEDICINE, CARE AND INSURANCE

12.1 STUDENT-ATHLETE HEALTH AND WELL-BEING
HSU Athletics supports a team that is focused on the health and well-being of each student-athlete. The core team includes the HSU Team Physician, Head Athletic Trainer, the Sports Medicine staff and the Strength & Conditioning staff. Additional support is available from the rest of the HSU Athletics staff and the University’s health and counselling services.

12.2 CONFIDENTIALITY
Sports Medicine (a.k.a. Athletic Training) is an Allied Health Care profession. Therefore, whenever student-athlete medical records are retained or initiated, confidentiality must be maintained according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Medical records will not be left unattended, removed from Sports Medicine control, or copied without the student-athlete’s written permission. At no time should there be discussions about an injury or an injured student-athlete with anyone other than appropriate medical, administrative or coaching staff. This includes parents, roommates, professors, the press, other coaches, and/or community members. All Sports Medicine staff, and others entrusted with confidential information, must be aware of their surroundings and other persons present before discussing any confidential information.

12.3 STUDENT-ATHLETE MEDICAL FILE
Each student-athlete will have a Medical File that will be kept in a secure location within the Sports Medicine Office. A student-athlete’s Medical File shall consist of:

1. General demographics and emergency contact information;
2. Current primary health insurance information;
3. Completed and current Medical History questionnaire;
4. A signed Physical Examination form;
5. A signed Assumption of Risk form; and,
6. A signed Health Insurance Policies and Procedures form;
7. Sickle Cell Trait testing results or waiver;

These completed and signed forms must be returned to the Sports Medicine Office by July 1 to allow for administrative review. By early June, HSU Athletics will email instructions for completing an online Medical File, to both new and returning student-athletes. Student-athletes must answer all of the questions completely and accurately, and submit the completed Medical File to the Sports Medicine Office by the due date, to avoid any delay in obtaining eligibility for sports participation.

12.4 HEALTH INSURANCE
HSU Athletics carries a secondary, injury-only, medical insurance policy. This secondary medical insurance policy ONLY covers athletics-related, musculoskeletal and internal injuries. To be
covered, injuries must occur during NCAA-defined, Countable Athletics-Related Activities (CARA).

Student-athletes must have their own primary health insurance policies and must provide updated insurance information each year to the Sports Medicine Office prior to participating in any team activities. Instructions for providing primary health insurance information will be sent to student-athletes by June 1, each summer. Student-athletes must complete all requested information in its entirety to avoid any delay in the eligibility process.

Secondary insurance coverage means that HSU Athletics’ policy will only take responsibility for payment of medical services rendered to an injured student-athlete after the student-athlete’s personal insurance policy (i.e. the primary insurance policy) has processed the claim.

Note: Any injury occurring outside CARA (e.g. in non-athletics-related activities, or outside the normal school year) will be the sole responsibility of the student-athlete and their primary insurance policy. This includes summer workouts, which are not considered official practices by the NCAA. Additionally, HSU Athletics’ insurance policy does not cover illnesses.

In order for an injury to be covered by HSU Athletics’ policy, care must first be facilitated by the HSU Team Physician, or a member of the Sports Medicine staff. If a student-athlete sees a physician or medical professional on their own, without prior notification of, and approval from, the HSU Team Physician or the Sports Medicine Office, the HSU Athletics’ policy will not cover the injury and the related services. Student-athletes may get a second opinion, however, HSU Athletics’ insurance will not cover the cost of the second opinion. In addition, HSU Athletics’ insurance will not cover any costs that may result from the second opinion such as the initial visit, subsequent visits, medical treatments, and medical procedures such as surgeries or diagnostic imaging.

HSU will not pay for any medical care, doctor’s visits, medical interventions, or rehabilitation, relating to preexisting injuries. HSU will not be financially responsible for any medical care related to treatment for the re-injury of preexisting injuries. If a primary insurance provider denies a claim stating that the injury was not caused by athletic participation, then HSU Athletics’ insurance provider will take the same stance, and will not pay for any medical expenses incurred. Also, prescriptions for medications are not covered by HSU Athletics’ policy.

All injuries must be resolved at the time of onset, which means that a student-athlete has 90 days from the date of the initial injury to have care administered. All arrangements for the care of a student-athlete’s injuries are to be made and provided prior to the student-athlete leaving HSU, either by graduation, personal choice, removal from the team, or other reasons. HSU Athletics’ policy will not be responsible for any medical costs for services provided once a student-athlete has left HSU unless treatment has been initiated prior to leaving.
HSU Athletics' supplemental dental insurance will only cover an injury to a student-athlete’s mouth and to their sound, natural teeth, during their participation in an official practice or game (CARA). Coverage includes repair or replacement of teeth as a result of a “covered accident” and will be paid up to a specified amount (ask the Sports Medicine Office for the current amount). Note: In those sports where mouth pieces are mandatory and provided for use in official practice sessions and games, this insurance policy will only cover an injury if the student-athlete was wearing protection in accordance with the guidelines set by the manufacturer.

All student-athletes and the holder of their insurance policy (e.g. their parent or guardian) must read our Insurance Policies and Procedures and return the signed signature page.

12.5 INSURANCE CLAIMS
The student-athlete must bring the medical bills related to any authorized visits to a physician, clinic or hospital to the Sports Medicine Office upon receipt. All bills must be itemized and include procedure codes. In addition to the bills, student-athletes must also provide the corresponding “explanation of benefits” from their primary insurance provider. Please understand that the filing process is very time consuming and may take 8 to 12 months before the claim is completely closed. Significant delays in the delivery of bills and related paperwork to the Sports Medicine Office may cause HSU Athletics’ insurance provider to reject the related claims.

It is important to know that many HMO insurance policies (most notably Kaiser) are not accepted in Humboldt County (Note: Emergency care is typically the exception). If injured, a student-athlete with one of these insurance policies, will need to travel to a different area to seek treatment from a medical services provider that accepts their insurance, unless emergency care was sought and provided locally. Any costs associated with this travel will not be reimbursed by HSU Athletics.

It is the student-athlete’s responsibility to keep their personal insurance policy current to prevent any delay in medical care or payment of medical bills. If, for any reason, a student-athlete loses insurance coverage (e.g. are dropped from parents’ insurance or experience a lapse in insurance), HSU Athletics’ policy will not be responsible for any medical bills incurred during the lapse in coverage, including, but not limited to, any emergency care and related expenses.

Note: Student-athletes must update their Medical History questionnaire on file, and their primary health insurance information, if changes occur. Failure to do so may result in claims being delayed or denied by HSU Athletics’ insurance provider.
12.6 PHYSICAL EXAMINATIONS

Student-athletes must submit to a physical examination that takes into account the rigors of participation in college athletics before they will be allowed to participate in any University-related athletic activity. It is important to note:

1. A physical must be recorded on a Physical Examination form provided in the Medical File.
2. A physical not recorded on this form will not be accepted.
3. Physicals are not conducted on campus.
4. Student-athletes will need to coordinate and pay for their own physicals.
5. All physicals must be conducted by an MD (Medical Doctor) or DO (Doctor of Osteopathy).
6. Physicals completed by physician assistants, nurse practitioners, physical therapists or chiropractors cannot be accepted per NCAA and California law.

12.7 REPORTING ATHLETICS-RELATED INJURIES OR ILLNESSES

Student-athletes are responsible for reporting all injuries or illnesses suffered during a Countable Athletic Related Activity (CARA) as soon as possible to a Sports Medicine staff member. The Sports Medicine Office will make the necessary medical referrals required by the injury or illness.

12.8 REPORTING NON-ATHLETICS-RELATED INJURIES OR ILLNESSES

Student-athletes are responsible for reporting all injuries or illnesses sustained in non-CARA incidents as soon as possible to a Sports Medicine staff member, this includes injuries or illnesses suffered out-of-season. Non-CARA incidents are not covered by HSU Athletics’ secondary insurance policy. However, if a request is made in writing, the Sports Medicine staff will make the necessary medical referrals required for treatment of the injury or illness. If a student-athlete chooses to be seen by someone other than the University Health Center’s medical staff, HSU Team Physician, or the Sports Medicine staff, written documentation describing the medical condition in detail must be provided to the Sports Medicine Office prior to a Return-to-Play decision can be made. NOTE: The final Return-to-Play decision will rest with the University’s Team Physician or Head Athletic Trainer.

12.9 REFERRALS TO OFF-CAMPUS PHYSICIANS OR MEDICAL SPECIALISTS

All off-campus medical referrals must have prior authorization from the Sports Medicine Office or HSU’s Team Physician. With a managed care insurance policy (i.e. an HMO), such as Kaiser, student-athletes must follow their primary insurance policy’s specific referral procedures. In many cases this may result in a student-athlete needing to leave the area to seek treatment where their primary health insurance is accepted. Student-athletes with MediCal, or State provided health insurance, will need to establish a local primary care physician. This primary care physician is the only person who can make medical referrals for student-athletes on MediCal.

Student-athletes should not seek outside medical attention for an athletics-related injury or illness without prior written authorization from the Sports Medicine Office unless the injury is a medical emergency and there are no Sports Medicine staff available. Failure to follow this instruction may
cause the student-athlete to be deemed medically ineligible and would not be released to participate in any team activities until all related medical records and/or documentation are received and reviewed by the Sports Medicine Office. Medical bills incurred for any unauthorized treatment will not be covered by HSU’s secondary health insurance.

HSU, HSU Athletics, or their insurance provider cannot be held responsible for any charges incurred due to examinations, tests, treatments, and/or a surgeries by a physician, consultant, and/or a hospital/clinic if the above procedures are not followed.

12.10 TREATMENT AND REHABILITATION
HSU Athletics treatment and rehabilitation facilities (Training Room) are operated by the Sports Medicine staff. Hours of operation are updated and posted before the start of each sports season. Treatment, rehabilitation and taping will be available to all student-athletes during posted hours, but student-athletes that are “in-season” will receive first priority.

Treatment and rehabilitation is a group process involving the student-athlete, their coach, Sports Medicine staff and other professionals, as needed. It is imperative that student-athletes follow the directions of the Sports Medicine staff, and give the training staff timely and active feedback on the results from the rehabilitation and treatment. A student-athlete’s failure to keep treatment and rehabilitation appointments, or follow directions, will be interpreted as an unwillingness to cooperate with the Sports Medicine staff, which may breach team rules. (Note: Head Coaches will be alerted to any missed appointments). These inactions may also delay the Return-to-Play process and decisions, and could result in the student-athlete being placed in a medically ineligible status.

If a student-athlete is feeling ill, they are encouraged to take advantage of the University Health Center as early as possible to avoid the worsening of symptoms. When reporting to the Health Center, it is important to identify oneself as a student-athlete. Make sure to let your coach and the Sports Medicine Office know of your illness and any treatment as soon as possible. Return-to-Play decisions are similar for illnesses and injuries, and will be made by the HSU Team Physician or Head Athletic Trainer. Note: Student-athletes should try to contact Sports Medicine staff prior to visiting the University Health Center.

12.11 PRACTICE POLICIES FOR INJURED OR ILL STUDENT-ATHLETES
Student-athletes who are injured or ill shall:

1. Report to all scheduled practice sessions unless excused by the HSU Team Physician, a Certified Athletic Trainer, or Head Coach;
2. Dress in appropriate practice attire unless excused from doing so beforehand. A student-athlete that is injured to the extent that they are unable to dress in practice gear or is only available for limited practice activities is still required to report to all practices on time and in the attire suggested by the team’s Certified Athletic Trainer;
3. Report any injury or illness as soon as possible to the HSU Team Physician or the Sports Medicine Office, the team’s Certified Athletic Trainer, and the Head Coach.

Student-athletes in need of injury treatment shall:

1. Report to the Training Room for therapeutic or rehabilitation treatment as prescribed by a Certified Athletic Trainer, but NOT during scheduled practice time without permission from the Head Coach and the team Certified Athletic Trainer;
2. Report to the athletic training room no less than 60 minutes prior to a scheduled practice time or make special arrangements with a Certified Athletic Trainer;
3. Allow an adequate amount of time to receive the prescribed treatment(s) knowing that care is provided on a first-come, first-served basis with priority given to student-athletes in-season;
4. Follow the rehabilitation plan prescribed by the Certified Athletic Trainer. Deviations from the treatment plan including not showing up for treatment sessions will be reported to the Head Coach;
5. Take care of themselves; including remaining properly hydrated, fed and rested.

12.12 TRAINING ROOM RULES

The Training Room is a busy location. For the Sports Medicine staff to safely and efficiently provide the services needed in a timely fashion, student-athletes must work with the Sports Medicine staff and follow their instructions. The staff will have final say on who will be treated, when and how.

PRIOR to entering the Training Room, student-athletes shall:

1. Shower. No exceptions;
2. Dress appropriately for the treatment. Remember, this is a co-ed environment;
3. Remove cleats and all muddy or unclean gear;
4. Dispense of, or consume, any food or drink.

While inside the Training Room, student-athletes shall:

1. Sign in upon arrival. Wait patiently until served;
2. Respect other student-athletes, including their privacy;
3. Wear appropriate footwear;
4. Keep personal music to themselves (i.e. within their earphones);
5. Clean up after themselves.

While inside the Training Room, student-athletes shall NOT:

1. Self-treat. All tapings, bandages, etc. will be applied by the Sports Medicine staff;
2. Take equipment or supplies without permission from the Sports Medicine staff;
3. Use improper language, or engage in horseplay;
4. Prolong their treatment for social reasons;
5. Sleep or lounge on the treatment tables.
6. Take photographs, record video or audio, including Facetime, etc.

12.13 MISSED CLASS DUE TO INJURY OR ILLNESS
Student-athletes should contact their professors as soon as possible concerning their specific situation if it could result in missed classes or late assignments. All injury or illness documentation should be on file with the Sports Medicine Office. HSU Athletics may work with the Dean of Students Office to assist a student-athlete in extenuating circumstances.

12.14 SICKLE CELL
Sickle cell trait is not a disease. Sickle cell trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. Sickle cell trait will not turn into the disease. However, sickle cell trait is a life-long condition that will not change over time. Due to possible health complications for student-athletes who have the sickle cell trait, it is mandatory for the Sports Medicine staff to be aware of student-athletes with sickle cell trait.

Student-athletes with sickle cell trait do not need to be excluded from sports participation, as precautions can be put into place. However, student-athletes should know that:

1. During intense exercise, red blood cells containing the sickle hemoglobin can change shape from round to quarter-moon, or “sickle.”
2. Sickled red cells may accumulate in the bloodstream during intense exercise, blocking normal blood flow to the tissues and muscles.
3. During intense exercise, some athletes with sickle cell trait have experienced significant physical distress, collapsed and even died.
4. Heat, dehydration, altitude and asthma can increase the risk for and worsen health complications associated with sickle cell trait, even when exercise is not intense.

An NCAA fact sheet on sickle cell trait is located on the HSU Athletics website (HSUJacks.com). Note: If the student-athlete was born in California after February 21, 1990, results from sickle cell tests may be available from the California Department of Public Health's website at https://www.cdph.ca.gov/Programs/CFH/DGDS/Pages/nbs/athletestraitresults.aspx. If the student-athlete was born outside of California, download the State by State Sickle Cell Contact form from HSUJacks.com, and call the number for directions on obtaining Sickle Cell test results.

12.15 PREGNANCY
Any student-athlete who suspects, or has knowledge that she has become pregnant, is required to notify her Head Coach, the HSU Team Physician and/or a Sports Medicine staff member. Together, the student-athlete and this support team will work confidentially to make certain that appropriate decisions are made to ensure the health of the student-athlete and their child. The decision for continued participation will be considered by the student-athlete, HSU Team Physician, the Sports Medicine staff member, and coach. The final decision regarding participation of the pregnant student-athlete is the responsibility of the Team Physician.
XIII. CONCUSSION EDUCATION AND MANAGEMENT PROGRAM

13.1 INTRODUCTION
A complete description of HSU’s leading-edge, Concussion Education & Management Program (Program), can be found on the HSU Athletics website. HSU Athletics is fortunate to be co-located on the grounds of HSU with one of only a few concussion centers in the U.S. working with the California State University system, NCAA and the U.S. military on research into concussion identification, management and recovery protocols. This Program and its protocols were developed and are continually updated with the help of this onsite expertise (see NCAA Concussion Project from HSUJacks.com).

13.2 CONCUSSION DEFINITION
The Centers for Disease Control & Prevention (CDC) defines a concussion as a type of traumatic brain injury (also referred to as a TBI) caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells.

13.3 CONCUSSION RISKS
A single concussion could cause severe brain trauma. Without proper treatment, the resulting injury and related physical and cognitive symptoms for a student-athlete could become worse. Repeated concussions, no matter their severity, if not treated properly, could cause future symptoms or create a higher probability of a catastrophic injury in a future concussive event. After a concussion, and prior to full recovery, exercise or activities that require a lot of concentration or increased blood flow to the brain (i.e. anything that causes an increased heart rate) may cause concussive symptoms to re-appear or worsen, thus increasing the time a student-athlete might need to recover from the initial concussion.

There is much still to be learned about concussions. However, it is clear that student-athletes and their medical support teams need to take all head trauma events seriously. This Program has been developed and adopted by the HSU Athletics in an effort to provide a consistent approach to any concussive event, while recognizing that each concussion and each student-athlete’s physical and cognitive response to a concussive event will be unique. By managing concussions with a consistent but individualized approach, HSU Athletics’ Sports Medicine and coaching staff hope to improve the safety of each student-athlete.

13.4 PROGRAM COMPONENTS
HSU Athletics recognizes that sports culture and related ‘sideline’ and ‘locker room’ treatment practices have lagged the medical research regarding concussions. And we know that concussive events will not just occur, or always be identified, during planned sports activities. For these reasons this Program includes several critical components:

1. Education for student-athletes, coaches, staff and those that may become involved in concussion management efforts, including (if appropriate) but not limited to, professors
and other University personnel, family members and room-mates;
2. Testing of student-athletes to determine baseline measurements prior to a concussive event, testing immediately post injury and during treatment/recovery, and random testing for those involved in collision or contact sports;
3. A set of concussion treatment and management protocols that include prescribed Return-to-Learn and Return-to-Play processes.

This Program will include, but is not limited to, principles and practices mandated by the NCAA.

13.5 PROGRAM IMPLEMENTATION
Any student-athlete who is active on a team’s NCAA Squad List will be included in this Program. At least once each year, student-athletes will be given information outlining and reviewing this Program, its purpose, and its implementation.

The full Program description will be available on the HSU Athletics website. Prior to practice or competition, each student-athlete will sign a consent form indicating they have read, and is willing to abide by the Program. Student-athletes who do not sign the consent form will not be eligible to participate on an HSU Athletics team.

13.6 CONCUSSION EDUCATION
STUDENT-ATHLETES: Prior to each season, every student-athlete will receive education on concussions and concussion treatment and management. Concussion education will include, but not be limited to, the watching of a mandated NCAA concussion video (https://www.youtube.com/watch?v=T3FLRDxbLXg) and reviewing an NCAA Concussion Fact Sheet (see at HSUJacks.com). After this and other educational discussions, student-athletes will be guided through the signing of a Student-Athlete Concussion Statement.

COACHES: Prior to each season, every coach will receive education on concussions and concussion treatment and management. Concussion education will include, but not be limited to, the taking of a CDC course (http://nflslearn.com/courses/61064/concussion-in-sports) designed for coaches. Although this course was designed for high school coaches, the information is appropriate for coaches at any level of competition. In addition every coach will be provided with an NCAA Concussion Fact Sheet for Coaches and guided through the signing of a Coaches Concussion Statement.

OTHERS: As part of a student-athlete’s concussion recovery, other individuals may be given information regarding concussions and concussion treatment and management if agreed to by the student-athlete. This may include University personnel, professors, family members and/or room-mates.
XIV. DRUG TESTING, SCREENING AND EDUCATION

14.1 NCAA DRUG TESTING POLICY
The NCAA, and the conferences HSU teams compete in, require student-athletes to conduct themselves in a manner that is congruent with the NCAA mission and Drug Testing Policy. The NCAA Drug Testing Policy is designed to educate student-athletes about the adverse effects of substance abuse, detect the use of banned substances by student-athletes, discipline those who choose to use banned substances, and assist those that do use, to the best of our ability, in their recovery and rehabilitation.

The National Center for Drug Free Sport (a.k.a. Drug Free Sport) is the official administrator of NCAA’s drug testing programs. Each year, prior to competition, student-athletes will be asked to sign the NCAA Drug Testing Consent Form and the Student-Athlete Statement. The NCAA rules described in these forms will be reviewed with student-athletes, along with the Summary of NCAA Regulations, and student-athletes will have the opportunity to ask questions.

When a student-athlete signs the Student-Athlete Statement, they are certifying that they understand the rules. When a student-athlete signs the Buckley Amendment portion of the Student-Athlete Statement, they are agreeing that their academic and athletic records can be released for NCAA, conference and University use.

By signing the NCAA Drug Testing Consent Form, student-athletes are agreeing to be drug tested, when and as required by the NCAA, and that they understand that they will become ineligible if they refuse to sign the form or take a drug test, or if they subsequently test positive for drugs. These forms are administered online and accessed via a link emailed to each student-athlete from the NCAA Office.

Historically, HSU student-athletes have been drug tested by the NCAA every year. Football has been tested every year, along with one other sport. However, as described in NCAA Bylaws:

1. Every Division II institution is subject to drug testing.
2. Institutions may be selected for testing more than once each academic year.
3. The number of student-athletes selected for each drug testing event may vary.
4. Notification of a NCAA testing event may be on short notice or no-notice.
5. Prior to leaving for the summer, all student-athletes must provide their contact information and any travel plans in case they are selected for drug testing over the summer.

Any information concerning a student-athlete’s alleged or confirmed improper use of banned substances pursuant an NCAA drug test shall be restricted to the HSU Athletics staff, other HSU counselling or medical staff as needed, the relevant coaching staff, and to parents or legal guardians if the student-athlete is a minor. HSU Athletics will follow HIPAA guidelines to ensure the utmost confidentiality.
NOTE: Before consuming any nutritional/dietary supplement product, review the product and its label with the Sports Medicine staff. Dietary supplements are not well regulated and may cause a positive drug test result. Any product containing a dietary supplement ingredient is taken at your own risk. The NCAA Banned Drug List can be found at http://www.ncaa.org/2015-16-ncaa-banned-drugs.

14.2 HSU ATHLETICS’ DRUG EDUCATION AND SCREENING PROGRAM
The primary goal of HSU Athletics’ Drug Education and Screening Program (Program) is to help educate student-athletes about the potential impact of recreational drug use on healthy lifestyles. The Program also offers assistance to student-athletes with issues related to drug over use and/or abuse. Preventative measures used by HSU Athletics include drug screening and testing, combined with a drug education program.

In addition to banned drugs, street drugs, and performance enhancing substances addressed through this Program, HSU Athletics does not condone the inappropriate use of alcohol, prescription medicines, or substances banned by the NCAA, whether or not they are banned substances as defined herein. Also, in accordance with NCAA Bylaw 17.1.7, the use of tobacco products by student-athletes is prohibited during practice and competition.

HSU Athletics uses urine-based drug testing to help deter the use of banned substances as well as to help identify those student-athletes with drug use or abuse issues. It is HSU Athletics policy to restrict those student-athletes from athletic participation who are not in compliance.

This Program is separate and distinct from the NCAA drug-testing program. Student-athletes are responsible for both, however, any testing results discovered in the HSU Program will be used solely for the education and mentoring of student-athletes while at HSU, and will not be shared with other entities, such as the NCAA, or other institutions, unless mandated by law.

14.3 PROGRAM GOALS OF HSU ATHLETICS’ PROGRAM
The goals of HSU Athletics’ Drug Education and Screening Program are to:
1. Educate student-athletes about the risks of using NCAA banned substances, including dietary supplements, and the inappropriate use of alcohol and prescription medicines.
2. Provide reasonable safeguards that improve the safety of every student-athlete who participates in athletic competition at HSU.
3. Provide a deterrence to using banned substances by student-athletes.
4. Encourage prompt education, counseling or treatment for student-athletes that test positive or identify themselves as needing services.
5. Promote healthy lifestyles, fairness and equity through athletic competition.
14.4 PROGRAM IMPLEMENTATION
Any student-athlete who is active on an HSU Athletics’ NCAA Squad List and those in official conversations or tryouts to make a squad will be included in this Program. At least once each year, student-athletes will be given information outlining and reviewing the department’s Program and policy regarding drug screening, its purpose, and its implementation. This Program description will be available on the HSU Athletics website. Prior to practice or competition, each student-athlete will sign a consent form indicating they have read, and are willing to abide by the Program. Student-athletes who do not sign the consent form will not be eligible to participate on an HSU Athletics’ team.

14.5 DRUG SCREENING AND TESTING
HSU Athletics may screen and/or test samples produced by consenting student-athletes for any drug listed on the NCAA list of banned drug classes (Bylaw 31.2.2.1) or additional street drugs. The list of NCAA banned drug classes may be amended periodically by the NCAA committee with oversight for NCAA testing. To view the most current list, visit www.ncaa.org/health-safety. The current list includes stimulants, anabolic agents, diuretics or other masking agents, street drugs, peptide hormones and analogues, anti-estrogens and beta-2 agonists. Examples in each banned drug class can be found at www.ncaa.org/drugtesting.

All drug screenings will be conducted through unannounced sessions. Coaches and student-athletes may not know screening dates in advance. The screening program will consist of four components: Entrance Screening, Random Screening, Reasonable Suspicion Screening, and Post-season Screening. If a drug screening indicates potential drug use (a potential positive), the potentially positive sample will be sent to a laboratory for further testing.

a. Entrance Screening: Incoming student-athletes (freshman and transfers) may be required to submit to an initial drug screening before participating in team activities at HSU.

b. Random Screening: All student-athletes are subject to drug testing throughout the entire academic year. A random selection of up to 30% of student-athletes will be screened during a calendar year. The distribution of testing will typically be 5% per team per month for six months during the academic year. However, the months and the percentages may vary provided that a significant portion of the testing is done during the championship season for each sport/team.

c. Reasonable Suspicion Screening: Drug screening for reasonable suspicion may be based on objective information from a source deemed reliable by the Athletic Director or their designee. This information may include, but is not limited to: observed possession of banned substances(s), arrest or conviction for a criminal offense related to the prohibited substance(s), observed abnormal appearance, conduct or behavior reasonably interpreted as being caused by the use of the substances (e.g. dilated or constricted pupils, slurred speech, missing class or practice, lack of motivation, mood swings); and follow-up screening after a previous positive. If
a student-athlete is found to be in possession of and/or using such substances, they will be subjected to the same procedures that would be followed in the case of a positive urinalysis.

d. Post-Season Screening: Post-season drug screening may be conducted on members of HSU Athletics’ teams that are in a position to qualify for post-season competition.

Note: The failure or refusal to take a required drug screening, to report as directed (e.g. not showing up, or coming late), or any attempt to circumvent, tamper with, manipulate, substitute, or adulterate the sample, will result in the screening being considered a positive test. Any positive drug test, including an NCAA test result, will remain on file the student-athlete’s Medical File while at HSU.

A full description of HSU Athletics’ Drug Education and Screening Program can be found on the HSU Athletics website at HSUJacks.com.

14.6 ALCOHOL, DRUGS, AND TOBACCO
Regardless of a person’s age or geographic location, it is not permissible for student-athletes, coaches, volunteers and/or staff to purchase and/or consume alcohol, drugs, or tobacco, including chewing tobacco, vapors and e-cigarettes, during any HSU Athletics’ sponsored, team-specific function.

HSU is now a tobacco free campus meaning any and all tobacco use anywhere on campus is prohibited. This includes practice, competition, team travel, team meetings, or any team activity sponsored by HSU or HSU Athletics.

In compliance with the Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act of 1989, HSU certifies that the university is a drug-free workplace and learning community and that unlawful manufacture, sale or attempted sale, distribution, dispensing, possession or use of controlled substances by employees, students or members of the campus community is prohibited on University property or at University functions or activities.

While now legal in California, possession of marijuana remains illegal under Federal law. As an institution that receives Federal funding from a variety of sources, including student financial aid and research grants, HSU and HSU Athletics are required to comply with the provisions.

NOTE: HSU’s Alcohol Policy may allow for alcohol to be sold and/or consumed at some HSU Athletics events provided the mandated procedures are followed. And, some team-specific events may be held at locations in which other patrons (i.e. non-team members) are consuming alcohol legally. Examples of the former may include, but are not limited to: fundraising events like sports auctions, golf tournaments, and celebratory dinners. The latter may include, but are not limited to, team dinners, banquets and meet-and-greets that often occur in licensed locations like restaurants.
XV. OTHER STUDENT-ATHLETE BEHAVIORS OR ACTIONS NOT TOLERATED

15.1 SPORTS WAGERING
The NCAA does not allow any individuals involved in college athletics (including student-athletes) to knowingly participate in sports wagering activities (Bylaw 10.3). The NCAA defines sports wagering as placing, accepting, or soliciting a wager (or even aiding someone else in doing so) of any type with any individual or organization on any intercollegiate, amateur, or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools of fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. Student-athletes will be educated on sports wagering by the Compliance Officer at least annually.

15.2 HAZING
HSU and HSU Athletics will not tolerate hazing (a.k.a. initiation) in any form. HSU Athletics is committed to providing student-athletes with a rewarding college experience and maintaining a culture in which all participants are treated with dignity and respect. Acts of hazing undermine this commitment and are recognized by the NCAA, our conferences, HSU, and HSU Athletics as intolerable, inconsistent with the ideals of good sportsmanship and the principles of higher education, and a violation of California law.

According to Section 245.6 of the California Penal Code, hazing is defined as “any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, university or other educational institution in California.” Hazing includes any action taken or situation created intentionally, or unintentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident, may be considered a defense.

Additional information regarding HSU’s Anti-Hazing and Initiation Policy can be found on HSU’s website at https://policy.humboldt.edu/sa0002-anti-hazing-and-initiation-policy.

15.3 BULLYING
HSU and HSU Athletics does not tolerate any form of bullying. Bullying occurs when an imbalance of power is present and the person who is older, larger, stronger, or more aggressive uses his or her power to control or harm someone in a weaker position. The person bullying has an intent or goal to cause harm (i.e. the act is not accidental), and the action is usually repetitious. Bullying includes but is not limited to name calling; teasing; shaming; spreading of rumors; purposely leaving people out of groups by telling them or others that they are unwanted; breaking up friendships by threatening others or spreading rumors about a friend; or physically hitting.
punching, or shoving a person. Cyber bully (i.e. using the internet, e-mail, texting, mobile phones, social media, or other digital technologies to do harm to others) is bullying and also prohibited.

15.4 SEXUAL HARASSMENT

HSU and HSU Athletics does not tolerate any form of sexual harassment. Sexual harassment is unwanted, often persistent, sexual attention and any other behavior with sexual overtones that creates a hostile work or learning environment. It may include written or verbal abuse or threats; physical contact; sexually graphic literature; sexual advances; demands for sexual favors; sexually oriented comments and jokes; lewd comments or sexual innuendoes; taunts about body, dress, marital status, or sexuality; shouting or bullying; ridiculing or undermining of performance or self-respect; sexual or homophobic graffiti; practical jokes based on sex; intimidating sexual remarks, invitations, or familiarity; domination of meetings, training sessions, or equipment; condescending or patronizing behavior; physical contact, fondling, pinching, or kissing; sex-related vandalism; offensive phone calls or photos; and bullying on the basis of sex.

Sexual harassment also includes all forms of sexual violence such as sexual assault, sexual battery, rape, and sexual coercion, which will be referred to authorities as criminal matters. Sexual harassment or sexual violence by coaches or athletic department employees toward other employees or student-athletes, by student-athletes towards other students or student-athletes, or by student-athletes toward athletic department employees is expressly prohibited.

If you have a complaint related to any of the following, you have the right to report your complaint directly to the Title IX Office (http://www2.humboldt.edu/titleix):

1. Discrimination, including Harassment, because of any Protected Status: i.e., age, Disability (physical and mental), Gender (or sex), Gender Identity (including transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion (or Religious Creed), Sexual Orientation, sex stereotype, and Veteran or Military Status;
2. Retaliation for exercising rights under this policy, opposing Discrimination or Harassment because of a Protected Status, or for participating in any manner in any related investigation or proceeding;
3. Dating and Domestic Violence, and Stalking;
4. Sexual Misconduct of any kind, which includes sexual activity engaged in without Affirmative Consent; and,
5. Employees from entering into a consensual relationship with any Student over whom they exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority.
15.5 INAPPROPRIATE PROFESSIONAL CONDUCT

HSU Athletics is committed to providing a safe and supportive learning and working environment in which all student-athletes (and staff) should feel they are treated in an equal, fair and respectful manner. Staff members, coaches, volunteers, or others who have authority over, or provide professional services to student-athletes must exhibit the highest standards of impartiality and professional treatment and are prohibited from engaging in inappropriate conduct with student-athletes.

Coaches are educated to help student-athletes and their teams perform at higher levels than they previously thought possible. Their methods may require rigorous and strict training regimens, tough advice delivered with a lot of energy, and difficult practice and playing decisions. However, coaches and student-athletes are expected to treat each other with respect afforded by their relative positions. Disrespectful behavior should be addressed early by the parties involved before they escalate.

Abusive behavior or sexual or romantic personal relationships undermine the trust in the coach or employee and belief that each student-athlete will be treated impartially. Student-athletes or employees with knowledge of the occurrence of such conduct shall be expected to inform the Athletic Director, Senior Woman Administrator (SWA), or the Compliance Officer immediately.

CSU Executive Orders 1096 and 1097 prohibits employees from entering into a consensual relationship with any Student or Employee over whom they exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority. To avoid potential issues, staff and coaches should refrain from socializing with student-athletes at private or non-HSU sponsored events especially if those events involve alcohol or drugs.
XVI. PARENT OR LEGAL GUARDIAN SUPPORT

16.1 GENERAL PHILOSOPHY
College can be an exciting, but challenging, time for any student as they transition from living at home with the support of their family and friends, to fending for themselves in a new environment. Most make the transition successfully after the typical, initial hurdles and emotional stress. Fortunately, student-athletes have the benefits of both formal and informal support networks and structures that their team and HSU Athletics provides.

Sending a child away to college can also be stressful for parents and/or legal guardians used to taking care of their student-athletes’ needs. The HSU Athletics staff understand how hard it is to let go. Many of us have had our own children head off to college. Our coaches and staff work hard to bring family members into the college athletics experience. Know that we all welcome parental support of student-athletes and their team, but there are limitations to what we can allow.

16.2 SUPPORT NEEDED
Every coach is always looking for ways to build a more cohesive team while operating on a limited budget. If planned and cleared in advance, I’m sure they would love to have families:

1. Sponsor and/or host post game snacks;
2. Provide fun treats for long van trips or during stressful times like mid-terms;
3. Host dinners during trips heading to, or through, your hometown;
4. Plan special events like banquets or rally parties;
5. Support the purchase of a special team experience, uniforms or equipment;
6. Post/share photos and supportive comments on social media.

16.3 LIMITATIONS
The NCAA allows for the generous support of parents for their student-athlete and their team. However, parents should be aware of certain rules that might impact their student-athlete’s eligibility, including but not limited to the rules involving (with examples):

1. Academic Decisions – Please be careful. Push your student-athlete to talk to the experts.
2. Boosters and Special Benefits – Please don’t accept any support from any Booster.
3. Donations and Gifts – We’d love your support, but please ask how to give/donate.
4. Sports Wagering – Please don’t ask them to help you fill out your March Madness bracket.
5. Confidentiality – Please don’t share any medical information about any student-athlete.
6. Sportsmanship – Please be careful how you communicate on social media.

HSU Athletics staff and coaches take the responsibility of student-athlete oversight very seriously. Because we are limited by laws, rules and our own values, we will not tolerate parental:

1. Coaching – Please be supportive, but do not question or debate decisions by coaches.
2. Advocating – Please support your young adult, but let them advocate for themselves.
3. Bullying – Please keep social media posts positive, even in tough times.
4. Harassment – Please refrain from calling staff or coaches to tell them how to do their jobs.
5. Poor Sportsmanship – Please help us keep our athletic events and experiences positive.
6. “Kidnapping” – Please have your athlete get prior approval before taking them to dinner.

Note: We will make student-athletes aware of their family members’ behavior. And work with them to address any concerns they may have.
XVII. TEAM TRAVEL

HSU Athletics and each coach are responsible for the well-being, safety, and conduct of each student-athlete during official team travel. To travel successfully as a team, all coaches and student-athletes must work together and follow HSU, HSU Athletics and NCAA policies and team-specific rules pertaining to official team travel.

Student-athletes, while on an official team trip, WILL:
1. Travel with the team to and from each pre-game practice and competition;
2. Stay in contact with the coach at all times and be ready for changes with the itinerary;
3. Have a good attitude and be courteous, respectful and positive despite the stresses of travel;
4. Be appropriately dressed and groomed at all times, conforming to team-specific standards;
5. Be responsible for their personal gear, effects and luggage;
6. Accept any team travel assignment (e.g. be responsible for any assigned equipment or gear);
7. Leave vehicles, waiting areas, hotel rooms, dressing rooms and benches in good condition;
8. Respect the NCAA, HSU, and HSU Athletics tobacco, drug and alcohol policies;
9. Follow team directives regarding study hall, quiet time, curfew, and use of electronics;

Student-athletes, while on an official team trip, WILL NOT:
1. Travel if they are ineligible or have not been cleared to play and/or travel due to injury;
2. Travel if doing so seriously jeopardizes their academic standing;
3. Utilize Uber, Lyft, taxis or other services to leave the team at any time;
4. Invite friends or relatives to stay in their hotel rooms or travel with the team;
5. Travel with the team if they are “red shirting” to away contests. However, they may travel to the competition site on their own, and sit on the bench with the team so long as they have the coach’s written approval, are not missing class or other academic requirements, are NCAA eligible, and in them doing so, do not cause the team to exceed the allowable limits on roster size as set forth by the conference.

Note: Most sports have squad size and roster size limitations mandated by either the NCAA or the conference. However, HSU Athletics may also require limitations necessitated by travel budgets, methods and/or safety.
XVIII. COUNTABLE ATHLETIC RELATED ACTIVITIES

18.1 DEFINITION
The NCAA has established time limitations on the athletic participation by student-athletes. These limitations are tracked and reported as Countable Athletic Related Activities (CARA). CARA, as defined by the NCAA (Bylaw 17.02.01), are any required activities with an athletic purpose, involving student-athletes and at the direction of, or supervised by, any member or members of an institution’s coaching staff and must be counted within daily and weekly limitations.

Activities that typically count towards CARA include:
1. Competitions;
2. Coach initiated and/or supervised meetings, practices, film review and strategy sessions;
3. Required weight training or conditioning sessions.

Activities that do not typically count towards CARA include:
1. Travel to and from practices and competitions (including setup, and pregame meals);
2. Training room activities (e.g. taping, treatment, rehabilitation);
3. Administrative meetings (e.g. academic sessions or compliance training);
4. Educational sessions (e.g. study hall, tutoring, life skills classes);
5. Community service or engagement meetings and/or projects (e.g. SAAC);
6. Fundraising, promotional, or recruiting efforts (e.g. telemarketing, interviews, hosting);
7. Voluntary weight lifting and conditioning sessions or sports-related activities.

Note: Voluntary athletic activity means: 1) not mandated by a coach; 2) not supervised by a coach; 3) not reported to a coach; 4) no attendance is taken; 5) no penalty for not doing the activity.

18.2 RESTRICTIONS
The maximum allowable participation in Countable Athletic Related Activities (CARA) varies during different periods of each sport’s calendar. In simple terms, a sport’s calendar is broken down into the:
1. Playing Season – Championship Segment (i.e. the primary season for the sport);
2. Playing Season – Nonchampionship Segment;
3. Offseason – During the academic year;
4. Offseason – Not during the academic year.

The NCAA Bylaws limit the maximum allowable CARA during each of the four as follows:
Playing Season (Championship) – Maximum 4 hours/day, 20 hours/week, with one day off;
Playing Season (Nonchampionship) – Maximum 4 hours/day, 15 hours/week;
Offseason (Academic Year) – Maximum 2 hours/day, 8 hours/week;
Offseason (Other) – No CARA (i.e. only voluntary athletic activities)

Notes: Specific NCAA limitations may vary by sport during exam periods, school breaks, etc. The Compliance Officer should engage anonymous student-athletes from teams to audit team-specific CARA reports on a periodic basis.
XIX. COMPLIANCE

19.1 GENERAL PHILOSOPHY AND PRACTICE
HSU Athletics is committed to the:
1. Disciplines of rules compliance, systematic investigations and reporting of violations;
2. Philosophy and practice of institutional oversight and control of HSU Athletics;
3. Maintenance of the academic, ethical, and fiscal integrity of HSU Athletics.

The HSU Athletics Compliance Office provides education, training, and policy updates to the department, its staff, coaches and student-athletes, in order to uphold and adhere to the evolving standards and expectations set forth by the NCAA. Coaches and student-athletes have direct access to the Compliance Officer to address any specific concerns and receive rules interpretations for any questions that may arise.

19.2 INVESTIGATING AND REPORTING POTENTIAL VIOLATIONS
The Compliance Officer works to identify and reduce areas of risk within HSU Athletics that could negatively impact the University. It is the policy of the University and HSU Athletics to self-report any instances where athletic compliance has not been achieved. If a problem arises, it is the responsibility of the Compliance Officer to determine how the problem occurred, how it could have been prevented, and how to reduce the chances of it occurring in the future.

The Compliance Officer will follow the following investigatory procedure:
1. Any student-athlete, coach, or staff member who becomes aware of behavior or actions that might lead to a violation shall immediately report the information to the Compliance Officer.
2. The Compliance Officer will compile a complete record of what is reported including dates, times, circumstances, events, names, and any other relevant information.
3. A preliminary inquiry will be conducted by the Compliance Officer in an effort to obtain complete information regarding the alleged violation by meeting with all involved parties. Whenever possible, two members of staff will be present in interviews, the second to take notes and to corroborate statements made.
4. The Compliance Officer, if needed, may have confidential discussions with the FAR, conference and NCAA experts, the Athletic Director, and anyone else they deem helpful to discuss the depersonalized facts and determine if a violation has occurred.
5. If the Compliance Officer determines that no violation has occurred, no further action will be taken.
6. If the Compliance Officer determines that a violation did occur, they must determine the appropriate sanction. If needed, they may have confidential discussions with the FAR, conference and NCAA experts, the Athletic Director, and anyone else they deem helpful to discuss the issue.
7. If the Compliance Officer desires, it may request the Athletic Resolution Committee (i.e. the committee used in the Conflict Resolution Process), or the Formal Appeals Committee
(i.e. the committee used in the Formal Appeals Process), to consider the sanction(s) decision.

Once it has been determined that a violation has occurred, and a sanction has been determined, the Compliance Officer will do the following:

1. Discuss and help to implement corrective actions with the FAR and Athletic Director;
2. Report the violation and sanctions, as needed, to the appropriate University administrators;
3. Report the violation and sanction to the appropriate conference office to allow them to determine if there needs to be any conference action;
4. Report the violation to the NCAA via RSRO;
5. Investigate and plan any NCAA, conference or University restitution requirements.

Additional reporting requirements of the Compliance Officer will be to:

1. Develop a report of all compliance violations and sanctions on a periodic basis;
2. Deliver the report to the Athletic Director, the President, and/or other officials as directed by the President;
3. Work with the Athletic Director and/or the AVPs of Faculty Affairs & Human Resources to determine how or whether to add any violations and related sanctions to an individual’s performance evaluation file, or their personnel file.

Note: If a possible violation is reported against any HSU Athletic administrator, the President’s Office will appoint a Vice President or legal counsel to investigate allegations. They will follow the process for investigating a violation outlined above and present findings to the President. The President’s Office will work with the Compliance Officer to prepare appropriate documentation and to determine appropriate recommendations and/or sanctions.

19.3 AUDITING AND REPORTING
The Compliance Officer will conduct both systematized and random audits of procedures on a periodic basis as part of HSU Athletics’ efforts to:

1. Stay compliant with an evolving rules and regulatory landscape;
2. Identify potential areas of risk that could negatively impact the University;
3. Continuously improve.

Student-athletes may be asked, from time-to-time, to help with internal audits. The Compliance Officer will work to keep the identities of student-athletes in such roles anonymous if the audits are considered sensitive. An example of student-involved auditing is the review of team-specific CARA reports.

In support of institutional oversight and control of HSU Athletics, the Compliance Officer will deliver to the President, on a periodic basis, a summary report of compliance audits, investigations, findings, sanctions and potential risk factors.
XX. STUDENT-ATHLETE ADVISORY COMMITTEE

20.1 PURPOSE
HSU Athletics’ Student-Athlete Advisory Committee (SAAC) was set up in accordance with NCAA and CCAA Bylaws. The HSU Athletics’ SAAC is made up of student-athletes who:
   1. Advocate for student-athletes to administrators, campus organizations, faculty, etc.;
   2. Facilitate communications between HSU Athletics staff and the student-athletes;
   3. Develop programs that enable personal development and enhance well-being;
   4. Create service and leadership opportunities for student-athletes;
   5. Promote student-athlete and team events and successes;
   6. Facilitate spirit building and student-athlete bonding activities,
   7. Develop and promote student-athletes to leadership positions on campus;
   8. Provide insights to administrators on the student-athlete experience;
   9. Offer input on NCAA, HSU and HSU Athletics rules, regulations and policies;
   10. Provide input on the administering of HSU Athletics through a position on the IAAC.

20.2 STRUCTURE
HSU Athletics’ SAAC is populated with at least two representatives from each team. Each representative is chosen by their teammates to be their voices and votes on SAAC. The committee is stewarded by officers elected by SAAC members. These executive positions include a President, Vice President, Treasurer, and Secretary.

Each representative also serves on one of five subcommittees. These subcommittees are:
   1. Community Service – focused on developing service and leadership opportunities;
   2. Leadership – advocating for student-athletes on the campus and beyond;
   3. Marketing – driven to get the word out on all platforms in coordination with staff;
   4. Fundraising – for the purpose of philanthropy or student-athlete experiences;

20.3 MEETINGS
The SAAC, as an entire committee, typically meets twice a month during the academic year. The subcommittees will meet as needed based on the projects and programs being developed or implemented.

20.4 OVERSIGHT
The SAAC will have at least one advisor chosen from the HSU Athletics senior staff. The Athletic Director will meet with the SAAC on occasion, and will be kept apprised by meeting agendas and notes, and written reports from or conversations with the SAAC advisor or officers.

20.5 TRAVEL
Each year, certain officers will be asked to represent HSU Athletics and SAAC at conference and possibly national events. Student-athletes who attend those events will be reimbursed for their travel costs.
XXI. SANCTIONS

21.1 INTRODUCTION
There are many rules and behavioral norms that members of a University community, or a team must adhere to in order for the institution and/or team to function efficiently and effectively. HSU Athletics teams and student-athletes must follow and/or conform to these rules and norms. Many, but not all of them are outlined in this Student Handbook. When rules are broken, or norms disrespected, consequences in the form of sanctions may be levied.

21.2 LIST OF POSSIBLE SANCTIONS
Because situations vary, there isn’t a set formula for what sanction should be levied for each rule violation, but the severity of a sanction will likely track with the level or number of rule violations.

On a spectrum of sanctions from mild to severe, an offender who commits a major violation should expect a more severe penalty. A minor violation will likely result in a less severe sanction. However, repeat offenders may be treated more harshly than the current, individual offense may seem to deserve. Sanctions will likely be the most extreme for crimes involving citations from the police, campus administration or other outside entities. In such a case, the preliminary sanction would be applied outside of HSU Athletics by the authority involved, however, additional athletics-related sanctions would likely be levied by HSU Athletics or the coach due to NCAA, department, or team rules being broken.

When a team or department rule is broken, a sanction might include, but not be limited to, one of the following:

1. Warning and/or an official reprimand;
2. Probation for a definite period of time;
3. Suspension from practice for a definite period of time;
4. Suspension from competition for a definite period of time;
5. Suspension of all participation privileges for an extended period or permanently;
6. Reduction or loss of a current athletic scholarship;
7. Reduction or nonrenewal of a future athletic scholarship.

21.3 SANCTION DETERMINATION AND IMPLEMENTATION
Sanctions should never be the first option. HSU Athletics encourages all parties to communicate directly and often in hopes of avoiding misunderstandings or behavior that might result in a sanction. Sanctions can be determined and implemented by a Team Council (if one exists) with oversight from a coach, coach, HSU Athletics, University, conference, NCAA or any other authority. If an entity other than HSU Athletics determines that a violation occurred and issues a related sanction, the coach, department and the University may prescribe an additional sanction.
21.4 APPEALS AND / OR RESTITUTION

Official sanction notices issued by the Compliance Officer or Financial Aid should include opportunities (if any) to appeal, and may include opportunities (if any) for restitution including:

1. Conditions supporting a return to satisfactory academic performance;
2. Conditions or requirements for restitution;
3. Conditions intended to encourage accountability and behavioral change.
XXII. CONFLICT RESOLUTION PROCESS

22.1 PURPOSE
The purpose of the Conflict Resolution Process is to resolve significant issues as quickly as possible. However, HSU Athletics encourages student-athletes to work with their teammates, Head Coach or Team Council (if their team has one) to identify and resolve concerns before they become significant issues.

22.2 WHEN TO USE
A student-athlete or Head Coach should consider using the Conflict Resolution Process when they feel it is necessary to address a significant issue in a formal manner. The Compliance Officer may also suggest the Conflict Resolution Process as the best approach to resolving a matter. Often the issue will be resolved in the first three steps, with the help of the Compliance Officer.

Student-athletes may also use this Conflict Resolution Process if they have been given a major sanction by a Head Coach that they feel is unwarranted or too severe. However, it is hoped that regular communications with the Head Coach, and the avoidance of rule violations, will prevent any need for the use of the Conflict Resolution Process. This process may be used to address major sanctions or issues like: 1) Loss or reduction in team participation privileges; 2) Loss or reduction in an athletic scholarship/grant; and, 3) Denial of an unencumbered transfer request or permission to contact.

22.3 PROCEDURE
A typical Conflict Resolution Process will follow the steps outlined below. Timelines may be shortened to meet deadlines or to follow mandated regulations.

1. The student-athlete must inform the Compliance Officer via campus email that they would like to work through an issue or concern using the Conflict Resolution Process. The emailed request to launch a Conflict Resolution Process must include:
   - A clear description of the concern or issue, including relevant facts and parties.
   - A summary of efforts to resolve the issue or concern to date.
   - An outline of a reasonable resolution.

2. Once the Compliance Officer has received a complete request (i.e. one that is accompanied by all of the required information listed above), the Compliance Officer will work diligently with the student-athlete, the Head Coach and any other related parties, with the goal of resolving the concern or issue.

3. The Compliance Officer will email a suggested resolution (if any) to the student-athlete, Head Coach and other related parties within 14 days of receiving all of the relevant information.
4. If a satisfactory resolution could not be achieved and the student-athlete would like to seek further assistance, the student-athlete may email the Compliance Officer and request a review by the Athletic Rulings Committee (ARC). The ARC is made up of the Faculty Athletics Representative (FAR), Athletic Director and the Compliance Officer. For the ARC to consider a matter, the student-athlete must submit a written summary of their concern, summary of resolution efforts to date, relevant facts, list of parties involved, and their desired outcome. This new request and summary must be emailed within 14 calendar days of the Compliance Officer’s summary email outlining the suggested resolution.

5. The ARC must decide whether to take up the matter (and render a ruling) or not. In either case, the ARC’s decision to consider the matter (or not) is to be emailed back to the student within 14 calendar days of receiving the student-athlete’s complete request for an ARC review. (Note: If the ARC denies to review the issue, the Compliance Officer will send an email to the student-athlete, Head Coaches and other related parties, explaining this outcome and other possible paths, if any exist for the specific issue).

6. If the ARC agrees to review the issue or concern, the ARC will convene a meeting and issue a ruling within 14 calendar days of the email communicating their decision to review the issue or concern. The student-athlete, Head Coach and other related parties will be given the opportunity to submit a summary statement of facts pertaining to the matter in writing via campus email to the Compliance Officer. Summary statements must be emailed at least 2 business days before the scheduled committee meeting. The Compliance Officer will coordinate the meeting and forward the summaries to the committee members.

7. The ARC may request the student-athlete (and Head Coach, or others) to appear at the meeting in person. If their appearance is requested, the student-athlete may elect to be accompanied by an advisor to any meeting(s) involved in this process. The advisor may not speak on behalf of the student-athlete; their role must be limited to observing and consulting with the student-athlete. If the student-athlete chooses to bring an advisor, they should submit the name and relationship to the Compliance Officer at least 2 business days prior to the meeting. Note: The advisor may be a fellow student, faculty member, mentor, friend, or parent. The student may not be accompanied by legal counsel. If the advisor is trained as a lawyer, the advisor shall not serve as legal counsel. A maximum of 10 minutes will be given to each invitee for their presentation. A reasonable amount of time will be allotted for questions by the committee.

8. The Athletic Rulings Committee will review and discuss the details of the issue and consider relevant NCAA, HSU, HSU Athletics, and team rules, regulations, norms and precedents before formulating its official ruling, and submitting it to the Compliance Officer.
9. The Compliance Officer will notify the student-athlete, Head Coach and other related parties of the committee’s ruling as soon as reasonably possible after the ruling. If the student-athlete is amenable to the solution or decision presented by the committee, the process will conclude upon implementation of the solution or decision.

10. In certain situations, the student-athlete may appeal the ruling by using the Final Appeals Process. The request for appeal must be sent from the student-athlete to the Compliance Officer via campus email within 14 days of receiving the email communication of the ARC’s ruling (or decision not to review the matter).

Note: This process, related emails, documentation presented, and decision of the committee shall be considered confidential. The student-athlete, their family members or friends, coaches, HSU Athletics staff, and committee members may not disclose the outcome or opinions of the appeal, this includes discussing the result with other student-athletes, posting(s) or comment(s) on personal or institutional social media (including but not limited to Facebook, Twitter, blogs, etc.) or through interviews or comments to media outlets (including but not limited to newspapers, magazines, television, media websites, etc.). A violation of the confidentiality of information as noted above by the student-athlete or their family members or friends may result in the reversal of the committee’s decision and/or additional sanctions.

22.4 WHEN NOT TO USE
If a student-athlete has a complaint related to any of the following, they have the right to report their complaint directly to the Title IX Office (http://www2.humboldt.edu/titleix):

1. Discrimination, including Harassment, because of any Protected Status: i.e., age, Disability (physical and mental), Gender (or sex), Gender Identity (including transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion (or Religious Creed), Sexual Orientation, sex stereotype, and Veteran or Military Status;
2. Retaliation for exercising rights under this policy, opposing Discrimination or Harassment because of a Protected Status, or for participating in any manner in any related investigation or proceeding;
3. Dating and Domestic Violence, and Stalking;
4. Sexual Misconduct of any kind, which includes sexual activity engaged in without Affirmative Consent; and,
5. An employee who has entered into a consensual relationship with any student over whom they exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority.
XXIII. FINAL APPEALS PROCESS

23.1 PURPOSE
The purpose of the Final Appeals Process is to allow for due process when one or more parties disagrees with certain official decisions following a Conflict Resolution Process. The Final Appeals Process will allow for a final consideration, hearing and decision to be made by parties outside of HSU Athletics. This section outlines this process.

Note: The parties involved will use reasonable efforts to follow the steps outlined, however, with appropriate prior notification to all parties, adjustments may be made in order to accommodate one or more of the parties (e.g. travel, information gathering or scheduling) or to comply with regulations.

23.2 WHEN TO USE
A student-athlete may request a Final Appeals Process after receiving officially communicated decisions following a Conflict Resolution Process. However, only certain decisions or situations will be reviewed in a Final Appeals Process. The decision of whether to review an appeal will rest with the Final Appeals Committee (FAC).

23.3 PROCEDURE
The Final Appeals Process relating to formal rulings resulting from a Conflict Resolution Process is as follows:

1. The student-athlete will be notified via campus email of an ARC ruling (or a denial of review) resulting from a Conflict Resolution Process. If appropriate, an outline of the Final Appeals Process will be included in that communication for certain issues.

2. The student-athlete will have 14 calendar days, from the date of issuance of the email, to respond in writing via campus email to the Compliance Officer, and formally request that a review be conducted by an appeals committee. This request for appeal must include a summary of the students’ concerns, relevant facts supporting their appeal, a list of related parties, summary of resolution efforts to date, a description of their desired outcome, as well as their desire for an in-person hearing (or not).

3. Failure by the student-athlete to submit a written request (complete with the aforementioned information) via campus email within 14 calendar days will be interpreted as a refusal of the opportunity for an appeal.

4. If the student-athlete notifies the Compliance Officer, in writing via campus email, of their intent to appeal within the required time limit, the Compliance Officer will notify the Final Appeals Committee (FAC).
5. The FAC will be comprised of the FAR (chair) and up to three other members chosen from the offices of the Registrar, Financial Aid, and Admissions. This committee will consider whether to conduct a review of the appeal once they have received the required information from the student-athlete.

6. If the FAC agrees to review the issue, the Compliance Officer will set up a meeting of the FAC within 21 calendar days of receiving all of the required information related to the emailed request for an appeal. The Compliance Officer will notify the student-athlete, Head Coach and other related parties of the date, time, and location of their respective meeting via campus email. (Note: If the FAC denies to review the appeal, the Compliance Officer will send an email to the student-athlete, Head Coach and other related parties explaining this outcome and other possible paths for appeal, if any exist).

7. The student-athlete, Head Coach, and other related parties will be asked to submit a summary of statement of facts to the Compliance Officer in writing via campus email at least 2 business days before the scheduled committee meeting. The Compliance Officer will coordinate the meeting and forward the summaries to the committee members.

8. The FAC may request the student-athlete (and Head Coach, or others) to appear at the meeting in person. If their appearance is requested, the student-athlete may elect to be accompanied by an advisor to any meeting(s) involved in this process. The advisor may not speak on behalf of the student-athlete; their role must be limited to observing and consulting with the student-athlete. If the student-athlete chooses to bring an advisor, they should submit the name and relationship to the Compliance Officer at least 2 business days prior to the meeting. Note: The advisor may be a fellow student, faculty member, mentor, friend, or parent. The student may not be accompanied by legal counsel. If the advisor is trained as a lawyer, the advisor shall not serve as legal counsel.

9. If the student-athlete or Head Coach is unable to attend the committee in person, they will be given the opportunity to actively participate electronically (e.g. via telephone or video conference).

10. In the event that the student-athlete and Head Coach are asked to attend the FAC meeting, they shall present to the committee separately. The committee may also ask for a separate presentation from others, for example, the Athletic Director and/or the Compliance Officer.

11. The student-athlete and Head Coach, and others if invited, must come to their respective hearing with copies of any documents that will be presented, one for each of the committee members. The committee will already have copies of any email communications received regarding the request for appeal. A maximum of 10 minutes will be given to each invitee for their presentation. A reasonable amount of time will be allotted for questions by the committee.
12. At the conclusion of the review, the appeals committee shall have up to 14 calendar days, from the FAC meeting, to render a final decision. During this time, the committee may request additional information from one or more parties. This information will be requested via campus email. The new information must be submitted via email within the requested time.

13. The FAR or the Compliance Officer will notify the student-athlete, Head Coach, Athletic Director, and other related parties of the committee’s decision in writing via campus email.

14. The decision of the FAC is final (unless confidentiality is broken as described below).

Note: The appeal process, related emails, documentation presented, and decision of the appeals committee shall be considered confidential. The student-athlete, their family members or friends, coaches, HSU Athletics staff, and committee members may not disclose the outcome or opinions of the appeal, this includes discussing the result with other student-athletes, posting(s) or comments(s) on personal or institutional social media (including but not limited to Facebook, Twitter, blogs, etc.) or through interviews or comments to media outlets (including but not limited to newspapers, magazines, television, media websites, etc.). A violation of the confidentiality of information as noted above by the student-athlete or their family members or friends may result in the reversal of the committee’s decision and/or additional sanctions.
XXIV. INFORMATION SHARING

24.1 FERPA
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. Under this law:

1. Student-athletes have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students-athletes to review the records. Schools may charge a fee for copies.

2. Students-athletes have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student-athlete then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student-athlete has the right to place a statement with the record setting forth his or her view about the contested information.

3. Schools must have written permission from the student-athlete in order to release any information from a student-athlete’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
   - School officials with legitimate educational interest;
   - Other schools to which a student is transferring;
   - Specified officials for audit or evaluation purposes;
   - Appropriate parties in connection with financial aid to a student;
   - Organizations conducting certain studies for or on behalf of the school;
   - Accrediting organizations;
   - To comply with a judicial order or lawfully issued subpoena;
   - Appropriate officials in cases of health and safety emergencies.

Schools may disclose, without consent, directory information such as a student-athlete's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell student-athletes about directory information and allow parents or eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.
24.2 HIPPA
The Health Insurance Portability and Accountability Act (HIPPA) is a Federal law governing many aspects of health insurance rights of workers and their families. However, this law also regulates the creation, disposition and sharing of health information.

In 2003, the Privacy Rule was added to HIPPA, to regulate the use and disclosure of protected health information (a.k.a. PHI). PHI is any information that is held by an entity regarding the health status, provision of health care, or health care payment that can be linked to any individual (e.g. student-athlete). This is interpreted rather broadly and includes any part of a student-athlete’s medical record or payment history.

Similar to FERPA, HIPPA mandates that personal health information be kept private unless the entity has written authorization to share the information, or has a legal requirement to do so. The law also offers student-athletes the opportunity to review the PHI and suggest correction if needed.
XXV. EMERGENCY PLANS

25.1 IN-GAME EMERGENCIES
In the event of an emergency involving a student-athlete, coach, cheerleader, or spectator at any of our on-campus facilities, the AD and/or AAD of Game Management will assess the situation and respond as follows:

1. If the emergency is life-threatening, COMPETITION WILL BE STOPPED and the AAD or Athletic Trainer will contact 911 and UPD immediately. The Athletic Trainer on duty will assist the injured person until Emergency Responders arrive.

2. If the emergency is not life-threatening, the primary responsibility of the Sports Medicine staff is to the student-athletes participating in the event. If the Sports Medicine staff is occupied, the AD or AAD will provide assistance to the injured or ill person based on their best judgement until help arrives. If in doubt, the AAD should contact UPD so Emergency Responders can assess the situation and provide basic first aid if needed.

25.2 INJURY OR ILLNESS WHILE TRAVELING WITH TEAM
If a student-athlete is seriously injured or becomes seriously ill while traveling with their team, the Head Coach will immediately alert the Head Athletic Trainer and Athletic Director. And, when possible, the following protocol will be followed:

SITUATION 1: Team traveling without an Athletic Trainer.
The host Sports Medicine staff will be charged with making the medical decisions. If possible, these decisions should be made in consultation with the HSU Team Physician or Head Athletic Trainer. The Head Coach must have access to student-athlete insurance and medical information.
Note: Any host decisions regarding a student-athlete’s medical condition and/or clearance to play must not be overturned by an HSU staff member without having direct, in person contact with the student-athlete. This will include the determination of a concussion.

SITUATION 2: Team traveling with an Athletic Trainer; student-athlete unable to travel.
The HSU Athletic Trainer will follow emergency or injury/illness protocols. If the student-athlete is unable to travel, a coach will remain with the student-athlete unless the AD and Head Athletic Trainer agree to alternative solution.

SITUATION 3: Team traveling without an Athletic Trainer; student-athlete unable to travel.
If the student-athlete is unable to travel, a coach will remain with the student-athlete until other arrangements can be made. If the team is, or would be left without a coach at the competition site, the AD will work with the Head Coach and Sports Medicine staff to resolve the situation.
Note: The Compliance Officer will need to determine if support for family travel can be given.
25.2 FACILITY OR CAMPUS EMERGENCIES
All HSU Athletics coaches, staff and student-athletes should become familiar with the HSU Emergency Operations Plan & Guidelines at:
The document contains University policies, procedures, guidelines, and an organizational structure for response to a major emergency or disaster affecting HSU.