

BASEBALL

BASKETBALL

CROSS COUNTRY

FOOTBALL

GOLF

HOCKEY

NORDIC SKI

SOCCER

SOFTBALL

SWIMMING & DIVING

TENNIS

TRACK & FIELD

VOLLEYBALL

WRESTLING

# ST. CLOUD STATE UNIVERSITY



## STUDENT-ATHLETE HANDBOOK 2008-2009

**Go Huskies!**

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## **FORWARD**

This handbook has been assembled as an aid to student-athletes attending St. Cloud State University. The SCSU Intercollegiate Athletics Department strongly supports the concept of student-athletes and wants you to excel both in the classroom and in your sport. Hopefully, the information contained in this handbook will help answer most of your questions, as well as orient you to the athletic program. Please read all sections thoroughly and note carefully all regulations regarding conduct.

The personnel listed in this handbook are more than willing to help and can be contacted if you have questions or need additional information.

**Please remember that you are held responsible for the information contained in this handbook -**

**READ IT IN ITS ENTIRETY.**

### **PHILOSOPHY OF INTERCOLLEGIATE ATHLETICS**

*“Sport is a physical activity involving large muscle groups, requiring mental preparation and strategic methods and whose outcome is determined by skill not chance. It occurs in an organized, structured and competitive environment in which a winner is declared.”*

A definition of “sport” and a statement of purpose for intercollegiate athletics at St. Cloud State University is essential. This definition will serve not only to give common direction to program directors, coaches, and participating students, but also to provide a foundation for establishing priorities and for judging the quality of this program.

Elements of a liberal education get a chance for exposure in various ways. Like a philosophical issue, a musical performance, or a work of art, a game played at a sufficiently high level provides an opportunity for exploring the way in which spirit and emotion, body and intellect, theory and practice, unite - or do not. Athletics, then, is a means of exploring the human. This is the ultimate justification for intercollegiate athletics: as a forum for the kind of learning that the University exists to provide.

The means for exploring these elements is the pursuit of excellence. It is assumed that “the pursuit of excellence” will be applied to all aspects of intercollegiate athletics.

Intercollegiate athletics at SCSU is a public matter. Members of the University community and the larger community of which it is a part have a chance to share with the participants the benefits of this program. Like theater, music and art, athletics can enrich the quality of life of the onlooker. To enhance the quality of the program we must focus on academic and athletic excellence while being involved in fund-raising, marketing, promotion and public relations activities. We should strive not only to develop a high quality of performance by our student-athlete, but also to make others of the large community aware of that performance.

Student-athletes who participate in the Husky Athletics program must be both able and motivated to learn and to excel in a dynamic and highly competitive environment in which they must think and act under emotional stress. Players selected must commit themselves to a rigorous schedule of regular practice and competition. In addition, the student-athlete must be motivated to learn and excel in the classroom and have the potential and motivation to graduate.

### **MISSION**

The mission of the Intercollegiate program for men and women at St. Cloud State University is to provide quality athletic opportunities to men and women students who have specialized athletic interests and abilities. It is our belief that meaningful intercollegiate competitive experiences will better enable the participants to make significant contributions to

society. Finally, in spite of being in an era of uncertain state funding, SCSU is committed to providing a broad based program in which student-athletes can strive to pursue excellence in their chosen athletic and academic endeavors.

## **POLICY STATEMENT**

This is a challenging yet promising and exciting time in St. Cloud State athletic history. St. Cloud State University is committed to a strong, well-balanced program of intercollegiate athletics for men and women. With the exception of hockey, St. Cloud State is a member of the North Central Intercollegiate Athletic Conference (NCIAC), and the National Collegiate Athletic Association (NCAA) Division II. The hockey program is a member of the Western Collegiate Hockey Association (WCHA), and NCAA Division I.

An NCAA Division II affiliate in all sports with the exception of men's and women's ice hockey, St. Cloud State University is a member of the Northern Sun Intercollegiate Conference in both men's and women's athletics. The Huskies joined the NSIC during the summer of 2008, after a long affiliation with the now defunct Northern Sun Intercollegiate Conference. The NSIC is recognized as one of the nation's premiere NCAA Division II conference and its members include Augustana (S.D.), Bemidji State, Concordia-St. Paul, University of Mary, Minnesota Crookston, Minnesota Duluth, Minnesota State-Mankato, Minnesota State-Moorhead, Northern State, St. Cloud State, Southwest Minnesota State, Upper Iowa, Wayne State (Neb.) and Winona State. Western Collegiate Hockey Association: The WCHA Men's conference is made of 10 schools. St. Cloud State is joined by Colorado College, University of Denver, Michigan Tech, University of Minnesota, University of Minnesota Duluth, University of North Dakota, Minnesota State University Mankato, the University of Wisconsin and the University of Alaska-Anchorage. The WCHA Women's conference is made of 8 schools, St. Cloud State, Bemidji State, University of Minnesota, Minnesota Duluth, Minnesota State University Mankato, North Dakota, Ohio State, and Wisconsin.

St. Cloud State sporting events take place at Halenbeck Hall, Husky Stadium, the National Hockey Center and Dick Putz Field. The main gymnasium of Halenbeck Hall has a seating capacity of 6,927. Volleyball, men's and women's basketball, and swimming all compete in the main area of Halenbeck Hall. A wrestling gym, an indoor track, and tennis courts can be found in Halenbeck South. Football, softball, and outdoor track compete at Husky Stadium. Baseball is played at Dick Putz Field. The National Hockey Center, housing two Olympic size sheets of ice, located on the SCSU campus is generally considered to be one of the finest home game environments in all of college hockey.

Over 500 student-athletes compete in SCSU athletics throughout the course of the academic year. SCSU student-athletes are primarily from Minnesota and the Upper Midwest. In addition, numerous athletes have earned All-Conference, All-Academic, and All-American honors while competing at St. Cloud State.

As we continue through the 21<sup>st</sup> Century, it is encouraging to look back at the positive things that have been accomplished. On the whole, we're establishing ourselves as a competitive force in intercollegiate athletics while producing the highest caliber of student-athlete. We need not be reminded of the importance that winning has in the scheme of things. However, our central focus and thrust remains to achieve consistent success without compromising the legitimacy of the total program. In order to accomplish this, the athletic department has to be fiscally stable, so that all our coaches have, at their disposal, the resources necessary to be competitive, as well as committed to academic excellence.

Needless to say, we will be seeking everyone's help to accomplish these goals, not just for St. Cloud State but also for our community which views our development as a positive project that will further enhance the economic growth and vitality of the entire St. Cloud area. Community support has been increasing and St. Cloud State is proud of its private sector heritage. Success will not come easily and we shall strive gallantly to earn everyone's support.

## **SPECIFIC GOALS OF THE PROGRAM**

- a) To provide an Intercollegiate program for men and women which emphasizes academic achievement and professional development as well as athletic opportunity.

- b) To recruit high quality student-athletes who will represent St. Cloud State University as credible, contributing members of both the campus community and surrounding areas.
- c) To provide student-athletes with professional leadership in the areas of coaching, athletic training and administration.
- d) To provide student-athletes with well qualified staff, faculty and administrative personnel who are concerned with the ethical dimensions of life and learning.
- e) To maintain a high level of excellence in the intercollegiate program and to consistently achieve competitive success in the Northern Sun Intercollegiate Conference and the Western Collegiate Hockey Association.
- f) To foster the University mission in the support and recognition of diverse student populations, and instill sensitivity to the values of a multicultural world.
- g) To commit ourselves to a broad based athletic program (2) with due consideration to the interests and abilities of all our student-athletes.
- h) To provide goals that are consistent with the education mission of the University.
- i) To raise funds outside of the University that provides the coaches and the student-athletes with the resources necessary to be competitive.
- j) To provide athletic experiences within the framework and in accordance with the regulations and rules of the NCAA, WCHA, and the NCIAC.
- k) To provide athletic experiences in which students are encouraged and taught to develop their skills to the maximum of their potential.
- l) To provide equal opportunities to student-athletes, coaches and staff regardless of race, color, creed, sex, age, religion, marital status, sexual orientation, national origin, status with regard to public assistance or disability.
- m) To provide an environment where rules compliance, principles of sportsmanship, ethical conduct and fair play are the norm.

## **SUMMARY**

St. Cloud State University is committed to excellence in teaching, learning, service, fostering scholarships and enhancing collaborative relationships in a global community. The mission of the Intercollegiate program for men and women at St. Cloud State University is to provide quality athletic opportunities to men and women students who have specialized athletic interests and abilities. It is our belief that meaningful intercollegiate competitive experiences will better enable the participants to make significant contributions to society. Finally, in spite of being in an era of uncertain state funding, SCSU is committed to providing a broad based program in which student-athletes can strive to pursue excellence in their chosen athletic and academic endeavors.

The community support that has developed for St. Cloud State University athletic teams over the past twenty years has been overwhelming. A recent economic survey found the city of St. Cloud to be the fastest growing community in the entire State of Minnesota. The same can be said for St. Cloud State University. Since it was founded in 1869 as St. Cloud Normal School, SCSU has grown to become one of the ten largest universities in the Upper Midwest offering undergraduate majors in more than 60 disciplines and graduate degrees in more than 25 programs/areas. St. Cloud State University is located 70 miles northwest of the Twin Cities of Minneapolis and St. Paul. A regional airport provides St. Cloud with daily airlink service to the Minneapolis/St. Paul International Airport. St. Cloud has a population of 45,000 and when combined with surrounding communities in a 30 mile radius, the population surpasses 150,000. St. Cloud is well established as a regional gathering place for the communities of Central Minnesota. St. Cloud State University is the second largest University in the State of Minnesota with an enrollment of 16,000 plus students. SCSU is accredited by the North Central Association of Colleges and Schools and the University is one of two colleges in the state with nationally accredited programs in business and mass communications.

The St. Cloud State Athletic Department has kept pace with this tremendous growth and in doing so has become a rallying point for St. Cloud State faculty, staff, students, alumni, the City of St. Cloud as well as the surrounding communities throughout Central Minnesota. A recent economic survey underscored this fact by pointing out that over 200,000 people come to the St. Cloud area each year to work or participate in athletic events. As a result, the survey noted that more than \$25 million in local business sales is generated by SCSU athletic programs each year which in turn creates more than 300 jobs in the area. St. Cloud State offers a broad based intercollegiate athletic program with 12 women's sports and 11 men's sports. Approximately 500 student-athletes per year compete in the SCSU intercollegiate athletic programs and excel both academically and athletically on a regional and national level. St. Cloud State is proud of its private sector

heritage and we anticipate continued growth in community support. We will continue working closely with various community leaders and organizations to accomplish our goal of being the best both on the playing fields and in the classroom not just for St. Cloud State but also for Central Minnesota which views our development as a positive project that will further enhance the economic growth and vitality of the entire St. Cloud area.

**ST. CLOUD STATE UNIVERSITY INTERCOLLEGIATE**  
**ATHLETIC DEPARTMENT PERSONNEL**

	<u>Office</u>	<u>Phone #</u>
Director of Intercollegiate Athletics Dr. Morris Kurtz	HaH 329	308-3102
Associate Athletic Dir./Senior Women Administrator Dr. Sue Becker	HaH 329	308-3102
Associate Athletic Director Tracy Dill	HaH 329	308-4924
Assist. Athletic Director of Promotions & Community Relations John Lewis	HaH 329	308-5218
Assist. Athletic Director of Marketing & Promotions Scott Schreiner	HaH 329	308-2293
Director of Athletic Media Relations	HaH 328	308-2141

Anne Abicht		
Assistant Director of Athletic Media Relations Tom Nelson	HaH 328	308-2141
Assistant Director of Athletic Media Relations Celest Stang	HaH 328	308-2141
Athl. Insurance Coordinator/ Media Administrative Assistant Terry Tschida	HaH 328	308-2141
Assist. Director of Finance & Business Operations Chad Sheetz	NHC	308-2137
Athletics Administrative Assistants Cheryl Boesche	HaH 329	308-3101
Cindy Terwey	HaH 329	308-2182
Athletics Training Staff Julie Alexander	HaH 303	308-3827
Rachel Johnson	HaH Tr. Rm.	308-2590
Steve Patterson	HaH Tr. Rm.	302-2503
Bryan DeMaine	NHC Tr. Rm.	308-2588
Baseball Pat Dolan	HaH 306	308-3541
Basketball (Men) Kevin Schlagel, Head Coach	HaH 333	308-3297
Matt Reimer, Assist. Coach	HaH 332	308-4253
Basketball (Women) Head Coach	HaH 337	308-2230
Carol Thelen, Assist. Coach	HaH 338	308-5929
Cheerleading John Lewis, Advisor	HaH	308-3102
Compliance Officer Holly Schmidtbauer	HaH 329	308-2292
Cross Country Seth Mischke	HaH 403	308-2242
Danceline John Lewis Advisor	HaH 329	308-3102
Events & Concessions Coordinator Denny Lorsung	HaH 334	308-3208
Equipment Managers Kay Czarnetzki	HaH 213A	308-2633

Josh Williams	HaH 213A	308-2633
Jeremiah Minkel	NHC 2A	308-2371
Faculty Athletic Representative Bill Hudson	CH 337	308-2241
Financial Aids Assistant Anita Binnie	AS 106	308-2977
Football		
Scott Underwood, Head Coach	HaH 330	308-4113
Doug Patterson, Assistant	HaH 323	308-6693
Steve Grimit, Assistant	HaH 306	308-3251
Jim Louis, Assistant	HaH 210A	308-3699
Ian Shoemaker, Assistant	HaH 330A	308-3070
Golf (Men & Women) Judi Larkin	HaH 329	259-7745
Hockey (Men)		
Bob Motzko, Head Coach	NHC 23	308-4806
Eric Rud, Assistant Coach	NHC 23	308-4806
Mike Gibbons, Assistant Coach	NHC 23	308-4806
Therese Todd, Administrative Assistant	NHC 23	308-4806
Hockey (Women)		
Jeff Giesen, Head Coach	NHC 23	308-4806
Jason Johnson, Assistant Coach	NHC 23	308-4806
Jen Kranz, Assistant Coach	NHC 23	308-4806
Therese Todd, Administrative Assistant	NHC 23	308-4806
Husky Sports Band Glen Tuomaala	PAC 227	302-3207
Life Skills Jeff Hegle	HaH 340	308-4266
Nordic Ski Jeremy Frost	HaH 319	308-2245
Soccer Becky Heiberger	HaH 304	308-4967
Softball Paula U'Ren	HaH 322	308-2900
Strength & Conditioning Coach Travis Zins	Weight Room	308-1255
Steve Costanzo	HaH 406	308-2296
Steve Grimit	HaH 306	308-3251
Student Life & Development Vice President		

Michael Gillilan	AMC 106	308-3111
Swimming & Diving Jeff Hegle	HaH 340	308-4266
Tennis (Men & Women) Jerrill Anderson	HaH 329	308-5269
Track & Field (Men & Women) Seth Mischke	HaH 403	308-2242
Volleyball Patricia Mickow, Head Coach	HaH 343	308-3140
Aaron Nelson, Assistant Coach	HaH 341	308-2051
Wrestling Steve Costanzo	HaH 406	308-2296

**PRINCIPLES OF INSTITUTIONAL CONTROL  
AS PREPARED BY THE NCAA COMMITTEE ON INFRACTIONS**

**A. “CONTROL” IS DEFINED IN COMMON-SENSE TERMS.**

In determining whether there has been a lack of institutional control when a violation of NCAA rules has been found, it is necessary to ascertain what formal institutional policies and procedures were in place at the time the violation of NCAA rules occurred and whether those policies and procedures, if adequate, were being monitored and enforced. It is important that policies and procedures be established so as to deter violations and not merely to discover their existence after they have taken place. In a case where proper procedures exist and are appropriately enforced, especially when they result in the prompt detection, investigation and reporting of the violations in question, there may be no lack of institutional control although the individual or individuals directly involved may be held responsible.

In a situation in which adequate institutional procedures exist, at least on paper, a practical, common-sense approach is appropriate in determining whether they are adequately monitored and enforced by a person in “control”. Obviously, general institutional control is exercised by the chief executive officer of a member institution. However, it is rare that the chief executive officer will make decisions specifically affecting the operations of the institution’s athletic program. Instead, the day-to-day duties of operation, including compliance with NCAA rules, will have been delegated to subordinates either by specific action or by the creation of appropriate job descriptions. Moreover, it is usually left to senior

subordinates, such as the director of athletics, further to delegate various duties regarding compliance with NCAA rules.

In most institutions, especially those with large and varied athletic programs, such delegations are made to a number of individuals who are expected to exercise control over compliance with regard to specific aspects of the program. The specific obligations of such individuals should be in writing, and not merely an understanding among the senior officials of the university and the athletic department. Not only the director of athletics, but other officials in the athletic department, the faculty athletic representative, the head coaches and the other institutional administrators outside of the athletic department responsible for such matters as the certification of athletes for financial aid, practice and competition, are expected to assume a primary role in ensuring compliance. Even though specific action has been taken to place responsibility elsewhere, these individuals will be assumed to be operating on behalf of the institution with respect to those responsibilities that are logically within the scope of their positions. Their failure to control those matters so as to prevent violations of NCAA rules will be considered the result of a lack of institutional control.

## PRINCIPLES OF INSTITUTIONAL CONTROL

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### **B. VIOLATIONS THAT DO NOT RESULT FROM A LACK OF INSTITUTIONAL CONTROL.**

An institution cannot be expected to control the actions of every individual who is in some way connected with its athletic program. The deliberate or inadvertent violation of a rule by an individual who is not in charge of compliance with rules that are violated will not be considered to be due to a lack of institutional control:

- \* if adequate compliance measures exist;
- \* if they are appropriately conveyed to those who need to be aware of them;
- \* if they are monitored to ensure that such measures are being followed; and
- \* if, on learning that a violation has occurred, the institution takes swift action.

### **C. ACTS THAT ARE LIKELY TO DEMONSTRATE A LACK OF INSTITUTIONAL CONTROL.**

The following examples of a lack of institutional control are not exclusive, but they should provide important guidance to institutions as to the proper control of their NCAA compliance affairs.

- 1. A person with compliance responsibilities fails to establish a proper system for compliance or fails to monitor the operations of a compliance system appropriately.**

When an individual is responsible for ensuring that a particular rule or set of rules is not violated, that person will be considered to be exercising institutional control. That individual must not only ensure that the rules are known by all who need to know them but must also make proper checks to ensure that the rules are being followed.

It is important for institutions to understand that the mere compilation and distribution of rules and regulations, along with written compliance procedures, is not sufficient if no one regularly checks on the actual operations of the system.

**2. A person with compliance responsibilities does not take steps to alter the system of compliance when there are indications the system is not working.**

If a system of control is in place, a single deviation by a member of the athletic staff or a representative of the institution's athletic interests will not be considered a lack of institutional control. However, if there are a number of violations, even if they all are minor, indicating that the compliance system is not operating effectively, the person(s) responsible cannot ignore the situation, but must take steps to correct the compliance system.

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**3. A supervisor with overall responsibility for compliance assigning duties to subordinates so divides responsibilities that, as a practical matter, no one is or appears to be directly in charge.**

The failure to designate who is responsible for ensuring compliance with NCAA rules is a serious breach of the obligations of a university athletic administrator. Individuals are unable to operate appropriately if they are uncertain of their duties and obligations. Moreover, those subordinates who are not in charge must know who is. They need to know the person or persons to whom they can turn for advice before taking an action that may be questionable. They also need to know to whom and how to report violations that come to their attention.

**4. Compliance duties are assigned to a subordinate who lacks sufficient authority to have the confidence or respect of others.**

A supervisor may be acting in good faith when assigning responsibility for compliance to an athletic department secretary, or a student intern, or to someone who does not have stature in the organization. Nevertheless, that very action often makes it appear that the institution is not serious about compliance. If coaches, alumni, boosters and others do not respect the person responsible, they may well ignore that individual. Violations that occur may then be considered the result of a lack of institutional control.

**5. The institution fails to make clear, by its words and its actions, that those personnel who willfully violate NCAA rules, or who are grossly negligent in applying those rules, will be disciplined and made subject to discharge.**

Any operating compliance system may be thwarted by an individual who acts secretly in violation of the rules or who fails to ascertain whether a questionable action is or is not permissible. If an institution does not make clear that individual violations of NCAA rules will result in disciplinary action against the involved individual, and if it does not actually discipline

those who are found to have violated such rules, it has opened the door to permitting further violations. In such a case, future violations of an individual nature will constitute failures of institutional control.

**6. The institution fails to make clear that any individual involved in its intercollegiate athletic program has a duty to report any perceived violations of NCAA rules and can do so without fear of reprisal of any kind.**

Compliance is everyone's obligation. Loyalty to one's co-workers, student-athletes, or athletic boosters cannot take precedence over loyalty to the institution and its commitment to comply with NCAA rules. There is a lack of institutional control if individuals are afraid to report violations because they have reason to fear that if they make such a report there will be negative consequences.

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**7. A director of athletics or any other individual with compliance responsibilities fails to investigate or direct an investigation of a possible significant violation of NCAA rules or fails to report a violation properly.**

When a director of athletics or any other individual with compliance responsibilities has been informed of, or learns that there exists a possible significant violation of NCAA rules, and then fails to ensure that the matter is properly investigated, there is a lack of institutional control. Similarly, if an actual violation of NCAA rules comes to the attention of the director of athletics or a person with compliance responsibilities and there is a failure to report the violation through appropriate institutional channels to a conference to which the institution belongs and to the NCAA, such failure constitutes a lack of institutional control.

**8. A head coach fails to create and maintain an atmosphere for compliance within the program the coach supervises or fails to monitor the activities of assistant coaches regarding compliance.**

A head coach has special obligation to establish a spirit of compliance among the entire team, including assistant coaches, other staff and student-athletes. The head coach must generally observe the activities of assistant coaches and staff to determine if they are acting in compliance with NCAA rules. Too often, when assistant coaches are involved in a web of serious violations, head coaches profess ignorance, saying that they were too busy to know what was occurring and that they trusted their assistants. Such a failure by head coaches to control their teams, alone or with the assistance of a staff member with compliance responsibilities, is a lack of institutional control.

This is not to imply that every violation by an assistant coach involves a lack of institutional control. If the head coach sets a proper tone of compliance and monitors the activities of all assistant coaches in the sport, the head coach cannot be charged with the secretive activities of an assistant bent on violating NCAA rules.

**D. COMPLIANCE MEASURES IN PLACE AT THE TIME OF VIOLATION AS A FACTOR IN DETERMINING WHETHER OR NOT THERE HAS BEEN A LACK OF INSTITUTIONAL CONTROL.**

Institutions are eager to learn what measures can be taken to reduce the likelihood that in the event a violation does occur, it will result in a finding of a lack of institutional control. The following are some of the steps that assist an institution in avoiding such a finding. It must be emphasized, however, that the presence of such measures are not a guarantee against such a finding. The way in which the measures are carried out and the attitude toward compliance within the institution are vital factors.

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**1. The NCAA rules applicable to each operation are readily available to those persons involved in that operation.**

Those individuals involved in recruiting activities should have ready access to the recruiting rules, and those university staff members engaged in determining eligibility for financial aid, practice and competition should have ready access to the NCAA rules governing those matters.

**2. Appropriate forms are provided to persons involved in specific operations to ensure that they will properly follow NCAA rules.**

With respect to certain operations, specific forms or checklists can be of great help in assuring compliance with NCAA rules. Clerical employees may find the rules themselves daunting. But if they can follow a form, many problems can be obviated. This is certainly true with regard to such matters as ensuring that student-athletes do not receive excessive financial aid individually or by sport, that initial eligibility standards are met, and that continuing eligibility standards are properly enforced.

**3. A procedure is established for timely communication among various university offices regarding determinations that affect compliance with NCAA rules.**

For example, there should be a method of direct communication between the registrar and the department of athletics so that the latter learns at once if an enrolled student-athlete drops a course that brings that student-athlete below the required number of units for eligibility to participate.

**4. Meaningful compliance education programs are provided for personnel engaged in athletically related operations.**

It is important that new personnel, both coaches and administrative staff members, receive training regarding NCAA rules that are relevant to their positions shortly after beginning employment. The institution should also continue to educate its staff by conducting compliance sessions on a regular basis for all involved personnel as refresher courses, with an emphasis on changes in NCAA rules. Not infrequently, persons who have been involved in intercollegiate athletics for many years and who violate long standing rules attempt to excuse their actions on the grounds that they were unaware that their activities constituted a violation. On occasion, such personnel rely on long outdated interpretations of legislation that have been eliminated or dramatically altered for a number of years.

Obviously, the nature and strength of the compliance education program is of significance. Educational programs run by the NCAA and by various conference offices may, because of the expertise of those involved, be superior to training by in-house personnel.

- 5. Informational and educational programs are established to inform athletic boosters of the limitations on their activities under NCAA rules and of the penalties that can arise if they are responsible for rule violations.**

Distribution of rules and education materials (e.g. brochures and articles) to season ticket holders is significant as are special programs for booster organizations.

- 6. Informational and educational programs are established for student-athletes regarding the rules that they must follow.**

All institutions conduct information sessions for student-athletes and obtain the required signed statements from each. However, the extent to which these are truly informative and are taken seriously varies. The extent to which these sessions are made important by the institution is a significant factor.

- 7. An internal monitoring system is in place to ensure compliance with NCAA rules.**

It is of significance if, on a regular basis, a person (or persons) charged with monitoring compliance frequently checks operations throughout the athletic department and related departments of the university. Such a person should make certain that required forms are being utilized and utilized properly. A compliance person should speak with all coaches frequently and regularly to find out if they have any concerns or questions about what they can or cannot do or what they have already done. A compliance person should be aware of what actions have been taken with regard to a variety of areas, including recruitment, awarding of financial aid, practice requirements and travel arrangements. From time to time the compliance person should meet with student-athletes in the various sports to see if any problems exist. All potential violations must be reported and an investigation must ensue in accordance with appropriate institutional procedures.

Other internal monitoring measures are also of significance, including one-on-one meetings between coaches and the athletic director, and meetings of university committees on athletics in which student-athletes and others are involved.

- 8. An external audit of athletics compliance is undertaken at reasonable intervals.**

An important control exists if an independent university or outside unit undertakes audits of the athletic enterprise to determine if there have been violations of NCAA rules and to suggest changes in operating methods and procedures wherever such action could eliminate the danger of future violations.

- 9. The chief executive officer and other senior administrators make clear that they demand compliance with NCAA rules and that they will not tolerate those who deliberately violate the rules or do so through gross negligence.**

It is an important factor when the senior administrators in an institution by word and, when necessary, by action make clear that compliance is vital. The pressure to run a winning program must not overcome the dedication of the institution to ethical conduct in all aspects of its athletics program and to compliance with NCAA regulations.

- 10. The institution and its staff members have a long history of self-detecting, self-reporting and self-investigating all potential violations.**

## STUDENT ASSISTANCE

The Intercollegiate Athletics Department of St. Cloud State University provides confidential, professional and voluntary assistance and support to student-athletes who are experiencing problems which are having a negative effect on their academic and/or athletic performance. The University is sensitive to the many responsibilities of the student-athlete. It is not surprising that student-athletes may experience a variety of problems while attempting to attain their goals of high performance student-athlete and obtaining a college degree.

<u>If you have Questions About:</u>	<u>Contact</u>	<u>Location</u>	<u>Phone #</u>
Academic Reinstatement	Thomas Andrus	AS 209	308-3143
Academic Support Program	Shawn Kakuk	RGH	308-5392
Admissions	Jeff Rhodes	AS 115	308-2244
Affirmative Action	Dr. Susan Moss	AS 208	308-0125
Athletic Medical Insurance	Terry Tschida	HaH 328	308-2141
Campus Security	Miles Heckendorn	UPS	308-3453
Career Services Center	Addie Turkowski	CH 215	308-2151
Computer Center-Academic	Carl Schmitt	ECC 101	308-4944
Declaring a Major	Holly Schmidtbauer	HaH 321	308-2292
Drug/Alcohol Education		Hill Hall	308-4850
Eating Disorders/Nutrition	Health Services	Hill Hall	308-4850
Equipment Managers	Kay Czarnetzki	HaH 213A	308-2631
	Josh Williams	HaH 213A	308-2633
	Jeremiah Minkel	NHC	308-2371
Escort Services (24-Hr. Security)	Security Officer	UPS	308-4357
Financial Aid			
General Info./Loans/ Pell Grants/Student Aid Checks Scholarships	Anita Binnie	AS 106	308-2977
GLBT	Heidi Aldes	AMC 105	308-5166
Health Services & Counseling	Corie Beckermann	Hill Hall	308-3191
Intramural and Rec. Sports	Ron Seibring	HaH 102	308-3325
Learning Resource Services	Main Desk	MC	308-2084
Multicultural Student Services	Shahzad Ahmad	AMC 154	308-3003
Parking Rules	Georgian Gross	UPS	308-3453
Personal Counseling	Robert Reff	SH 103	308-3171
Registrar's Office	Sue Bayerl	AS 118	308-2111
Residential Life	Paula Andrist	CRH	308-2166
Sexual Assault Services	Lee LaDue	WC	308-3995
Student Disability Service		CH 202	308-4080
The Write Place	Carol Mohrbacher	R 118	308-2031
Title IX /Gender Equity	Dr. Susan Moss	AS 208	308-0125
Women's Center	Jane Olsen	WC	308-4958
Work Study Assignments	Cindy Terwey	HaH 329	308-2182

## ACADEMICS

### IMPORTANT DATES AND PROCEDURES

The SCSU “Academic Calendar” appears in both the SCSU catalog and SCSU registration booklet. Make certain you read through it carefully prior to the beginning of each term and make note of those deadlines which affect setting up and altering your class schedule. You will find dates for pre-registration, dropping and adding classes, along with final exams.

Each term you must pre-register for the upcoming semester. This involves first meeting with your coach to note the required athletic meeting times and competition dates followed by a meeting with your academic advisor to be sure you will be taking classes that are appropriate for your major and minor. This includes those student-athletes that declare a pre-major. It is the student-athlete’s responsibility to pre-register each semester.

### GRADUATION

A minimum total of 120 semester hours of credit is required for any four-year degree. A minimum total of 60 semester hours of credit is required for any two-year degree.

### STUDENT-ATHLETE ADVISING

Just as any other SCSU student, you have an academic advisor assigned to you by the Office of Records and Registration. This person helps you choose classes each semester and assists you in schedule changes and degree program planning.

### ATHLETIC ACADEMIC COUNSELORS

If you have any difficulties in your school work or any questions concerning academic life, consult your coach or academic advisor. These people may be able to assist you with your academic concerns or even concerns not related directly to academics by helping you locate the University personnel and resources you need.

### ATHLETIC STUDY HALL

Regularly scheduled study hall exists for some SCSU athletic teams. Your coach determines who attends. They are intended to provide a quiet place for student-athletes to do their school work and an opportunity for them to meet with tutors. Above all, they exist to help student-athletes form good study habits. Your attendance at a study hall may be required if you are new to SCSU or of academic concern.

### **Athletes for success in the Classroom. Program Coordinator, Shawn Kakuk, phone number: 308-5392.**

Athletes for Success in the Classroom (ASC) provides academic support services for the student-athlete population at St. Cloud State University. The program is based out of the Department of Minority Student Programs and works in conjunction with the St. Cloud State University Athletics Department, providing a conducive learning environment for our student-athletes. The ASC program provides the following services for

our University's student-athletes: a) Development and enhancement of time management skills, b) Development and enhancement of study skills, c) On-site and campus wide tutorial services, d) On-site daily study table, e) Academic advisement and counseling, f) Assistance in course scheduling, g) Monitor academic progress through instructor contacts.

## **TUTORING**

Free tutorial help is available to all students. Student-athletes should follow established guidelines to request a tutor's assistance. If a student-athlete is having academic problems, he/she is encouraged to secure a tutor through the Academic Learning Center, SH 101 with the assistance of his/her coach or his/her academic advisor.

## STUDENT-ATHLETE ELIGIBILITY

**All of the following criteria must be met every year of enrollment in order to maintain athletic eligibility and satisfactory progress toward graduation:**

1. The student-athlete has passed 24 semester credits (in Division II)\* this past academic year or averages 12 credits for every term they have been enrolled full-time at SCSU. Summer term does not count as a term of enrollment, but summer credits count toward satisfactory progress.  
**\*For Division I eligibility requirements refer to Summary of the New Division I Academic Eligibility Requirements**
2. Seventy-five percent or eighteen semester credits must be earned during the regular academic year.
3. The student-athlete must pass 6 credits the preceding regular academic term in which he/she has been enrolled at any collegiate institution.
4. The student-athlete must have a declared major leading toward a specific degree by the beginning of the third year (5th semester/7th quarter) of enrollment in a collegiate institution and, after they declare a major, only courses that bring the student-athlete closer to graduation in the degree can be counted for eligibility purposes.
5. NCAA Divisions I and II initial-eligibility standards based on your high school academic record and verified by the NCAA Clearinghouse:
  - Qualifier
  - Partial Qualifier
  - Non qualifier

### **6. Seasons of Competition: Five-Year/10-Semester Rule**

The student-athlete shall not engage in more than 4 seasons of intercollegiate competition in any one sport. An institution shall not permit a student-athlete to represent it in intercollegiate competition unless the individual completes all of his or her seasons of participation in all sports within the time periods specified below:

**14.2.2. Ten-Semester Rule--Division II.** The student-athlete shall complete his or her seasons of participation during the first 10 semesters or 15 quarters in which the student-athlete is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution.

**14.2.2.1 Use of Semester or Quarter.** A student-athlete is considered to have utilized a semester or quarter under this rule when the student-athlete is officially registered in a collegiate institution (domestic or foreign) in a regular term of an academic year for a minimum full-time program of studies, as determined by the institution, and attends the first day of classes for that term.

**14.2.2.3 Waivers.** The Management Council, or a committee designated by the Management Council to act for it, by a two thirds majority of its members present and voting, may approve waivers to the 10-semester rule as it deems appropriate.

**(NCAA 14.4.3.1 State that** a student-athlete must earn six-semester or six-quarter hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled full-time at any collegiate institution; further, to specify for transfer student-athletes, that the six-semester or six-quarter hours are transferable degree credit.

7. **NCAA 14.4.3.2 States that the** Grade Point Average Requirement has been satisfied (1.8 at the completion of 24 semester credits, 1.9 at the completion of 48 semester credits, 2.0 at the completion of 72 semester credits). **However, SCSU requires a 2.0 after the first academic year or you will be placed on academic probation.**

On Friday, January 20, 1995, the Intercollegiate Athletic Committee approved the following:

Effective Fall 1996, all SCSU student-athlete's who are entering their second year of enrollment will be required to earn and maintain a cumulative GPA of 2.0 through all subsequent grading periods. All transfer students who have attended any other 2-year or 4-year collegiate institution as a full-time student will be immediately required to earn and maintain a 2.0 grade point average. Student-athletes not meeting the above-mentioned requirements can receive athletic related financial aid and practice with their team (depending on other NCAA and Conference rules and regulations), but cannot participate in intercollegiate competition until they achieve a cumulative GPA of 2.0.

Effective Fall 1995, any new entering transfer student-athlete that has attended three or more collegiate institutions (2-year or 4-year) as a full-time student prior to attending SCSU will not be eligible to participate in intercollegiate athletics at St. Cloud State University.

In addition, similar to the NCAA, an Administrative Review Panel has been established consisting of the Registrar, Director of Athletics, Associate Director of Athletics and the Institutional Representative to hear appeals from student-athletes who may meet NCAA regulations but not St. Cloud State's new requirements. Extenuating circumstances which might be brought to the Administrative Review Panel could include a death or serious illness in the family, or a serious debilitating injury.

8. International students must fill out the General-Eligibility Forms for International Student-Athletes.
9. Northern Sun Intercollegiate Conference Transfer Form has been received. Transfer students (from NSIC institutions) must complete a year of residency before being eligible for competition for all varsity sports.
10. For a 4 Year College Transfer, waiver form has been received. In addition, a transfer student from Division III is ineligible for athletic financial aid for the first year at SCSU.
11. You must be enrolled in a minimum of 12 credit hours each semester to be eligible for practice and competition. The university computer will not allow you to drop below 12 credits, so you must add your class first, then drop. If you ever drop below 12 credits, you are immediately ineligible for practice and competition. **In addition, effective immediately, you must seek permission from our Compliance Officer whenever you want to drop a class whether or not dropping that class causes you to fall below 12 credits.**
12. Immunization form has been received. The SCSU Immunization Form is available at Health Services in Hill Hall and any student failing to show proof of immunization will be not enrolled, their classes will be canceled and they will no longer be a student.
13. NCAA Divisions I and II student-athletes should note that a student-athlete who signs the Student-Athlete Statement now is required to notify his or her athletics department of the cancellation of a test score used for athletics eligibility purposes (i.e., ACT or SAT score).  
When an institution receives notification that a student-athlete's test score is canceled, it is the institution's responsibility to (a) notify the NCAA Initial-Eligibility Clearing House of the score cancellation; (b) investigate the matter to determine whether the student-athlete committed fraud or otherwise was responsible for the test-score cancellation and whether any

institution staff member or representative of the institution's athletics interest was involved in the arrangement of the fraudulent test score; and (c) report any violation that may have occurred through the student-athlete's receipt of aid or participation in practice or competition. NCAA Divisions I and II institutions and student-athletes should note that

the NCAA Initial-Eligibility Clearing House does not detect or review irregularities in the standardized-test scores of prospective student-athletes as part of its normal certification process. As a condition and obligation of membership, a Division I or II institution is responsible for reviewing the validity of a test score pursuant to the institution's normal test-score review procedures when the institution possesses information that calls into question the validity of the score, regardless of whether the clearing-house has certified the student-athlete. These review procedures may include providing the information to the appropriate testing agency or agencies for their review.

**14. Time Limits for Athletically Related Activities.** In all sports, the following time limitations shall apply:

**17.1.6.1 Daily and Weekly Hour Limitations-Playing Season.** A student-athlete's participation in countable athletically related activities shall be limited to a maximum of 4 hours per day and 20 hours per week.

**17.1.6.1.1 Golf Practice-Round Exception.** A practice round of golf may exceed the four-hours-per-day limitation, but the weekly limit of 20 hours shall remain in effect. A practice round played on the day before the start of a collegiate golf tournament at the tournament site shall count as three hours, regardless of the actual duration of the round.

**17.1.6.2 Weekly Hour Limitations-Outside of Playing Season.** Outside of the playing season during the academic year, only a student-athlete's participation in weight-training, conditioning, individual skill instruction and, in the sport of football, review of game film shall be permitted. A student-athlete's participation in such activities shall be limited to a maximum of 8 hours per week, of which not more than 2 hours per week may be spent on individual skill workouts set forth in Bylaw 17.1.5.2.1 and, in the sport of football, review of game film. A student-athlete may not participate in any countable athletically related activities outside the playing season during any institutional vacation period (e.g., summer, academic year).

**17.1.6.2.1 Skill Instruction.** In sports other than football, participation by student-athletes in individual voluntary skill-related instruction is permitted outside the institution's declared playing season, provided no more than 4 student-athletes from the same team are involved in skill-related instruction with their coach(es) at any one time in any facility.

**17.1.6.2.2 Conditioning Activities.** Conditioning drills per Bylaw 17.1.5.2 that may simulate game activities are permissible, provided no offensive or defensive alignments are set up and no equipment related to the sport is used. In the sport of ice hockey, a student-athlete may be involved in on-ice conditioning activities, provided no equipment other than skates is used.

**15. Division I Only: Fulfillment of Percentage of Degree Requirements 14.4.3.2** – A student-athlete who is entering his or her third year of collegiate enrollment shall have completed successfully at least 40 percent of the course requirements in the student's specific degree program. A student-athlete who is entering his or her fourth year of collegiate enrollment shall have completed successfully at least 60 percent of the course requirements in the student's specific degree program. A student-athlete who is entering his or her fifth year of collegiate enrollment shall have completed successfully at least 80 percent of the course requirements in the student's specific degree program. The course requirements must be in the student's specific degree program (as opposed to the student's major).

**16. Draft and Inquiry**

**12.2.4.1 Inquiry.** An individual may inquire of a professional sports organization about eligibility for a professional-league player draft or request information about the individual's market value without affecting his or her amateur status.

**12.2.4.2. Draft List.** Subsequent to initial full-time collegiate enrollment, an individual loses amateur status in a particular sport when the individual asks to be placed on the draft list or supplemental draft list of a professional league in that sport, even though:

- (a) The individual asks that his or her name be withdrawn from the draft list prior to the actual draft;
- (b) The individual's name remains on the list but he or she is not drafted; or
- (c) The individual is drafted but does not sign an agreement with any professional athletics team.

**12.2.4.2.1 Exception –Professional Basketball Draft.** An enrolled student-athlete (as opposed to a prospective student-athlete) in the sport of basketball may enter a professional league's draft one time during his or her collegiate career without jeopardizing eligibility in that sport, provided the student-athlete is not drafted by any team in that league and the student-athlete declares his or her intention to resume intercollegiate participation within 30 days after the draft. The student-athlete's declaration of intent shall be in writing to the institution's director of athletics.

**12.2.4.3. Negotiations.** An individual may request information about professional market value without affecting his or her amateur status. Further, the individual, his or her legal guardians or the institution's professional sports counseling panel may enter into negotiations with a professional sports organization without the loss of the individual's amateur status. **An individual who retains an agent shall lose amateur status.**

**12.2.5 Contracts and Compensation.** An individual shall be ineligible for participation in an intercollegiate sport if he or she has entered into any kind of agreement to compete in professional athletics, either orally or in writing, regardless of the legal enforceability of that agreement.

**12.2.5.1 Nonbinding Agreement.** An individual who signs a contract or commitment that does not become binding until the professional organization's representative or agent also signs the document is ineligible, even if the contract remains unsigned by the other parties until after the student-athlete's eligibility is exhausted.

## 17. Use of Agents

**12.3.1. General Rule.** An individual shall be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally, or in writing) to be represented by an agent for the purpose of marketing his or her athletic ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sport shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.

**12.3.1.1 Representation for Future Negotiations.** An individual shall be ineligible per Bylaw 12.3.1 if he or she enters into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed his or her eligibility in that sport.

**12.3.1.2 Benefits From Prospective Agents.** An individual shall be ineligible per Bylaw 12.3.1 if he or she (or his or her relatives or friends) accepts transportation or other benefits from:

- (a) Any person who wishes to represent any individual in the marketing of his or her athletic ability. The receipt of such expenses constitutes compensation based on athletic skill and is an extra benefit not available to the student body in general; or
- (b) An agent, even if the agent has indicated that he or she has no interest in representing the student-athlete in the marketing of his or her athletics ability or reputation and does not represent individuals in the student-athlete's sport.

**12.3.2 Legal Counsel.** Securing advice from a lawyer concerning a proposed professional sports contract shall not be considered contracting for representation by an agent under this rule, unless the lawyer also represents the individual in negotiations for such a contract.

**12.3.2.1 Presence of a Lawyer at Negotiations.** A lawyer may not be present during discussions of a contract offer with a professional organization or have any direct contact (i.e., in person, by telephone or by mail) with a professional sports organization on behalf of the individual. A lawyer's presence during such discussions is considered representation by an agent.

## **18. Advertisements & Promotions**

**12.5.2.1 Advertisements and Promotions Subsequent to Enrollment.** Subsequent to becoming a student-athlete, an individual shall not be eligible for participation in intercollegiate athletics if the individual:

- (a) Accepts any remuneration for or permits the use of his or her name or picture to advertise, recommend or promote directly the sale or use of a commercial product or service of any kind, or;
- (b) Receives remuneration for endorsing a commercial product or service through the individual's use of such product or services.

**12.5.2.2 Use of a Student-Athlete's Name or Picture Without Knowledge or Permission.** If a student-athlete's name or picture appears on commercial items (e.g., T-shirts, sweatshirts, serving trays, playing cards, posters, photographs) sold by an individual or agency without the student-athlete's knowledge or permission (or the institution acting on behalf of the student-athlete) is required to take steps to stop such an activity in order to retain his or her eligibility for intercollegiate athletics.

19. All equipment and uniforms are the property of the SCSU Athletics Department. Accordingly, no equipment or uniforms may be given to fans before, during, or after games.

**NORTHERN SUN INTERCOLLEGIATE CONFERENCE STUDENT-ATHLETE  
INFORMATION SHEET**

**Academic Year** \_\_\_\_\_

Sport (Men's/Women's)	Institution	Date
Name	Student I.D. #	Birth Date
Local Address		Local Phone
Father's First Name	Father's Last Name	Home Phone
Street Address		City/State/Zip
Mother's First Name	Mother's Last Name	Home Phone
Street Address		City/State/Zip
If Father and Mother have different addresses, please indicate parent who should be placed on athletic department mailing list:		
Father's Address	Mother's Address	Both
Major Field of Study _____		
High School _____		Date of Graduation _____

1. Date of first attendance at any two/four year collegiate institution as a full-time student:

Institution \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_

2. Date of first attendance at this institution: Term \_\_\_\_\_ Year \_\_\_\_\_

3. List any two/four year collegiate institutions in which you have registered, enrolled, or attended any classes (excluding summer session courses). For each year, indicate whether you practiced (P) and/or competed (C) for any collegiate team. Include your attendance and participation at this institution. Enter in the financial (FA) column the type of financial aid that you received that was administered through the financial aid office. This includes: athletic aid, grants, loans work study, outside scholarships, tuition waiver, or government or private aid.

YEAR	INSTITUTION	DATES ATTENDED	SPORT	P (Y/N)	C (Y/N)	FA (Y/N)

4. Have you ever served in the Armed Forces, with Federal Foreign Aid Groups, or church Missions? IF SO, INDICATE THE BRANCH AND DATES OF SERVICE:  
\_\_\_\_\_
5. Have you ever received compensation for your athletic abilities in your sport (i.e. money, comparable prize or compensation for coaching on a fee or lesson basis?) OF SO, LIST DATE, AMOUNT, SPORT, ETC.  
\_\_\_\_\_
6. Have you ever taken part in any athletic competition for which you were provided compensation (i.e. cash, comparable prize merchandise or money for expenses on the basis of place/finish in the competition)? IF SO, LIST DATE, AMOUNT, SPORT, ETC.  
\_\_\_\_\_
7. Have you ever lent your name to any form of commercial advertising (i.e. newspaper, magazine, charities, radio or television appearance, billboards or personal appearances)? IF SO, STATE NAME OF TEAM OR AGENT, DATE, SPORT, ETC.  
\_\_\_\_\_
8. Have you ever signed a professional contract, a contract with a professional agent, or been represented by a professional sports agent in your sport? IF SO, STATE TEAM OR NAME OF TEAM, DATE, SPORT, ETC.  
\_\_\_\_\_
9. Have you ever competed for any athletic team (i.e. club teams, non-intramural teams, city-league teams other than the university's during any academic year)? IF SO, STATE SPORT, NAME OF TEAM, DATE, ETC.  
\_\_\_\_\_

**BASKETBALL ATHLETES ONLY**

Did you play organized basketball last summer? If yes, answer the following:

LEAGUE: \_\_\_\_\_

TEAM: \_\_\_\_\_

AWARDS: \_\_\_\_\_

**FOOTBALL AND BASKETBALL ATHLETES ONLY**

Did you, after completion of your high school eligibility in your sport, and before graduating from high school, participate in any All-Star football or basketball games? If yes, answer the following:

LEAGUE: \_\_\_\_\_

TEAM: \_\_\_\_\_

AWARDS: \_\_\_\_\_

*I certify, upon penalty of ineligibility for intercollegiate athletics, that the above statements are complete and accurate. I also understand my responsibility to comply with NCAA, Northern Sun Intercollegiate Conference, and institutional requirements.*

SIGNED: \_\_\_\_\_  
Student Athlete

\_\_\_\_\_  
Date

**RECRUITING**  
**STUDENT-ATHLETE CERTIFICATION OF NON-RECRUITMENT**

Compliance with NCAA legislation necessitates that an institution confirm the “recruited” or “not recruited” status of each incoming athlete. Please review the statements below and indicate your response.

**13.02.10 Recruiting.** Recruiting is any solicitation of a prospect, or a prospect’s relatives (or legal guardian) by an institutional staff member or by a representative of the institution’s athletic interest for the purpose of securing the prospect’s enrollment and ultimate participation in the institution’s intercollegiate athletics program.

**13.02.10.1 Recruited Prospective Student-Athlete.** Actions by staff members or athletic representatives that cause a prospective student-athlete to become a recruited prospective student-athlete at that institution are:

- (a) Providing the prospect with an official visit;
- (b) Having an arranged, in-person, off-campus encounter with the prospect or the prospect’s parent(s), relatives or legal guardian(s); or
- (c) Initiating or arranging a telephone contact with the prospect, the prospect’s relatives or legal guardians on more than one occasion for the purpose of recruitment.

I hereby certify that to the best of my knowledge, I was not provided with (a), (b), or (c) and thereby request that I be classified as “not recruited”.

---

Name (Please Print)

---

Sport

---

Signature of Student-Athlete

---

Date

## STUDENT-ATHLETE CODE OF CONDUCT

Student-athletes are one of the most visible groups in the university community due to their public exposure via the competitive arena and the media. Consequently, what you do and the way in which you do it requires exemplary behavior, particularly in the classroom. Basic courtesies and your responsibilities as a representative of the Athletic Department require that you observe all standards of conduct enumerated herein, which shall be known as the Student-Athlete Code of Conduct:

- \* Treat instructors and classmates with courtesy and respect;
- \* Arrive at class on time and not leave early;
- \* Be prepared for all classes;
- \* Be attentive in taking notes and active in participating in class discussions;
- \* Notify your instructor in advance when competition or travel requires you to miss class;
- \* Discuss with your instructor in advance the procedure you are to follow if competition necessitates missing an examination or assignment deadline.
- \* Abide by all team rules/training rules, travel rules as outlined by your coach
- \* Dress appropriately and remember that you are a representative of SCSU;
- \* Be courteous to, cooperative with, and patient with fans, officials, community members and media personnel;
- \* Refrain from use of inappropriate language, signs, symbols, or unsportsmanlike conduct;
- \* Refrain from loud, attention-drawing, or discourteous behavior when traveling, staying in hotels, visiting other campuses, or similar conditions.
- \* Refrain from inappropriate behavior or behavior which reflects in a negative manner on the University.

Remember that if you do things in groups with other student-athletes, your behavior invites the judgment of athletics as a group. If you sit in class with other student-athletes, your behavior should reflect positively on the Athletic Department and your sport in particular. Your behavior has a definite impact on the reputation of the Athletic Department and the attitudes the campus community has toward your fellow student-athletes.

Your conduct will be closely scrutinized as you compete on campus, as you travel, and as you compete off-campus. You will be looked upon as a role model, particularly by young children, and it is important that your personal conduct be above reproach at all times. **The head coach has the final authority to determine the team rules required for any student-athlete to be a member of a particular team. This includes but is not limited to team selection, practice, playing time and travel.**

Student-athletes are expected to comply with all standards of conduct set forth above and also to comply with regulations stated in the Code of Conduct which is contained in the SCSU Student Handbook. Student-athletes who are believed to have violated the Student Code of Conduct will be referred to the University Hearing Officer. Disciplinary charges under the Student-Athlete Code of Conduct or the Student Code of Conduct may be initiated by any member of the University community, including coaches and teammates. Referrals initiating charges under the Student Code of Conduct shall be made by the initiating person submitting a signed incident report or written referral to the Vice President of Student Life and Development. Students charged with violating the SCSU Code of Conduct Policy will be required to appear before an Administrative Hearing Officer or the Judicial Panel, as set forth in the applicable policy and procedure. Coaches of an accused student-athlete may be asked to attend this hearing. Sanctions imposed by the University range from a warning to expulsion from the University, depending upon the severity of the charge. Once this process is completed, the student-athlete will be referred back to the Athletic Department for possible additional disciplinary action.

Disciplinary actions for alleged violations of the Student-Athletic Code of Conduct may also be initiated by any person by the initiating person filling a written statement of the allegations believed to constitute Student-Athlete Code of Conduct violations. Allegations of a violation of the Student-Athlete Code of Conduct shall be submitted to the Senior Associate Athletic Director as soon after the suspected violation

as practical. Upon receipt of any allegation of violation of the Student-Athlete Code of Conduct, the Senior Associate Athletic Director shall set the matter for a hearing. Disciplinary actions will be considered and when appropriate, made by a group consisting of the Director of Athletics, Associate Director of Athletics, Faculty Athletic Representative and the involved head coach.

Upon recommendation to the Athletic Director by the involved head coach, any athlete accused of violating either the Student-Athlete Code of Conduct or the Student Code of Conduct, may be summarily suspended from any SCSU athletic team pending final resolution of disciplinary action. Any student athlete subjected to summary suspension pending the outcome of charges brought either under the Student Code of Conduct or the Student-Athlete Code of Conduct shall be given notice in writing of the allegations brought against him or her.

The decision of the four-person panel hearing allegations involving Student-Athlete Code of Conduct shall be final. In the event a referral is made to the University Hearing Officer for consideration of disciplinary action for violation of the Student Code of Conduct, when a summary suspension has been ordered, the suspension shall remain effective through the appeals process for Student Code of Conduct violations. In the event the final decision concerning allegations of Student Code of Conduct violations results in no finding of violation, the Athletic Director shall reinstate the student athlete to the appropriate team immediately upon the decision of no finding against the athlete.

Disciplinary action for violations of the Student-Athletic Code of Conduct and the Student Code of Conduct are not intended to be mutually exclusive remedies for violations. A student athlete may be disciplined for both types of violations. Discipline can range up to indefinite dismissal of the violator from the Athletic Program.

It shall be the duty of the Athletic Director to determine the finality of disciplinary proceeding. Upon determination by the Athletic Director that charges brought are final, the Athletic Director shall communicate the outcome in writing to the student athlete.

#### **DEFINITION OF STUDENT-ATHLETE**

A student becomes a student-athlete when his/her enrollment is solicited by a member of the athletics staff or other representatives of athletics interest with a view toward the student's ultimate participation in the intercollegiate athletic program. Walk-on students become student-athletes when the student reports for an intercollegiate squad and their name is entered on the athletic file.

**It is the responsibility of each student-athlete and student participant to abide by the rules, policies and procedures established by each head coach, the Athletic Department, St. Cloud State University, NSIC, WCHA, and NCAA.**

#### **NCAA RULES RELATED TO TOBACCO**

11.17 Use of Tobacco Products. The use of Tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition.

**Tobacco:** The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of the practice or competition. The use of tobacco products by coaches and game officials also is prohibited. At NCAA championships, tobacco use by any individual on the field of play - as well as during other championship activities such as banquets, autograph sessions, press conferences and post-game interviews is prohibited. Violations of this policy shall be dealt with by the appropriate sports committee in accordance with the misconduct provisions of NCAA Bylaw 31.1.8. Further, in the sport of baseball, dugouts are considered to be on the "field of play."

#### **PROHIBITED CONDUCT INCLUDING SEXUAL HARASSMENT & HAZING**

Any offense that is motivated by bias may result in stronger penalties. An offense motivated by bias is any offense where in the accused intentionally selects the alleged victim because of the alleged victim's race, creed, disability, color, religion, national origin, gender, age, marital status, sexual orientation, public assistance status or inclusion in any group or class protected by state or federal law. This includes

but is not limited to intentionally, recklessly or negligently placing any person under mental duress or causing any person to be in fear of physical danger through **verbal abuse, harassment (including repeated phone calls), sexual harassment, hazing, intimidation, threats or other conduct which threatens or endangers that person's emotional, mental or physical well-being.** Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

**SOCIAL NETWORKING SITES**

Student-Athletes may have their website profiles monitored. St. Cloud State University Student-Athletes need to remember that the web is a public place and that any posted information that puts the University, athletic department, employees, students or student-athletes in a bad light is unacceptable and could violate our Athletic Code of Conduct..

Student Athletes should not post any information or pictures that relate to: drinking, partying, profanity and/or inappropriate comments about University employees, coaches or other students.

The Athletic department staff will have final say on what is deemed reasonable or not. Websites may be monitored on a daily basis and student-athletes will be notified if their profiles violate the above policy.

**SUMMARY**

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Participation in intercollegiate athletics at St. Cloud State University is a privilege and not a guaranteed right. Accordingly, exemplary behavior is expected at all times and in all situations throughout the year both on and off campus.

Student athletes shall personally comport themselves at all times in a manner consistent with good sportsmanship and in accordance with the high moral, ethical and academic standards of the Athletic Department and University.

Any deviations from the above-mentioned Student-Athletic Code of Conduct or the **SCSU Code of Conduct Policy** which could be deemed as inappropriate behavior or which reflects in a negative manner on the University will be considered a violation of the **Student-Athlete Code of Conduct Policy**. Such behavior can result in a student-athlete being disciplined. The discipline may range from a warning, to dismissal from the team, and/or reduction/withdraw of athletic related aid in accordance with NCAA rules. Disciplinary actions will be made by a group consisting of the Director of Athletics, Associate Director of Athletics, Faculty Athletics Representatives and the involved head coach. **While a student-athlete has a charge pending in court or through the SCSU student judicial process, or has been arrested for a criminal offense and the filing of charges appear imminent, the student-athlete will be subject to the Student-Athlete Code of Conduct Policy and, depending on the violation, may not be permitted to practice and/or compete until the charges have been resolved.**

Finally, by signing this form, you affirm that you are aware of the St. Cloud State University Student-Athlete Code of Conduct.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Sport

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Date

St. Cloud State University  
Department of Athletics  
**Alcohol and Other Drug Abuse Policy**

## **I. Overview**

The following Alcohol and Other Drug Abuse Policy (“Policy”) has been adopted by St. Cloud State University (SCSU) and is administered by the Division of Intercollegiate Athletics. SCSU reserves the right to make changes to this Policy as needed, and this Policy should not be construed to create a contract between student-athletes and SCSU.

SCSU expects each of its students to subscribe to the highest moral and ethical standards. In the case of student-athletes, this is particularly important. Student-athlete’s behavior must be exemplary on and off the competitive site. It is the goal of the SCSU Athletic Department to actively promote the health and welfare of all our student-athletes. The Athletic Department is committed to providing a drug-free environment in which student-athletes may safely compete. The SCSU Athletic Department recognizes that the use of alcohol, tobacco, anabolic steroids, and other drugs can cause significant health problems for student-athletes that can also result in negative behavior and/or performance. SCSU and the Athletic Department have developed this Policy, which emphasizes educational and treatment components. The intent of this Policy is not punitive. It is intended to discourage intercollegiate student-athletes from choosing banned substances and to encourage appropriate treatment for those student-athletes who have already become dependent on such substances.

For the purpose of this Policy, a student becomes a “student-athlete” when his/her enrollment is solicited by a member of the athletics staff or other authorized representative of the Athletic Department with a view toward the student’s ultimate participation in the intercollegiate athletic program. Walk-on students become student-athletes when the student reports for an intercollegiate squad and their name is entered on the athletic file.

**It is the responsibility of each student-athlete and student participant to abide by the rules, policies and procedures established by each head coach, the Athletic Department, SCSU, NSIC, WCHA, and NCAA.**

## **II. Purpose**

The Athletic Department believes that random drug-testing and testing based on reasonable suspicion are appropriate to ensure the health, safety and welfare of our student-athletes, to promote fair competition in intercollegiate athletics, to affirm compliance with applicable rules and regulations on drug and alcohol abuse, to identify student-athletes who are improperly using drugs and/or alcohol, and to assist them before they harm themselves or others. Furthermore, the Athletic Department recognizes its responsibility to provide educational programming that will support a positive decision-making process.

The intent of this Policy is to prevent substance use and abuse by student-athletes through education, testing, and professional guidance.

- Education – providing student-athletes and athletic staff members with accurate information about the problems associated with substance use in sport, promoting health and safety in sport;
- Testing – Analysis of biological specimens to detect prohibited substances that student-athletes may ingest and the associated punitive consequences resulting from such use; and
- Professional Referral – facilitation of appropriate treatment and rehabilitation of student-athletes.

### **III. NCAA Drug-Testing Program**

This Policy is the SCSU drug-testing policy, which is separate and distinct from the NCAA drug-testing program. Please be advised, the NCAA testing program's sanctions are not the same as those sanctions imposed under this Policy, however, any NCAA positive test result will be considered a positive result under this Policy. Information regarding the NCAA drug-testing program, protocol and sanctions may be found on the NCAA website at [www.ncaa.org](http://www.ncaa.org).

### **IV. Alcohol, Tobacco and Other Drug Education**

Participants who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. SCSU will conduct a drug and alcohol education program for student-athletes at least twice a year. These educational programs will be designed to review athletic department, institutional, conference and national governing body policies related to alcohol, tobacco and other drugs. Appropriate educational materials will be made available to participants including a list of banned substances. All student-athletes and athletics staff members are required to attend unless otherwise excused by the Athletic Director or his/her designee. Make-up sessions are available for participants who must miss a scheduled

educational session for an approved reason. In addition to educating student-athletes and athletic staff members about the various policies, a review of the institutional drug-testing program will also be conducted. Dietary supplements and their inherent risks will be discussed. Time will be allowed for questions from participants. In addition, special educational programs may be arranged to provide participants the opportunity to learn more about the dangers of specific substances.

#### **V. Consent to Participate**

As a condition of participation in intercollegiate athletics at SCSU, each student-athlete will be required to sign a consent form agreeing to undergo drug and alcohol testing and authorizing the release of test results in accordance with this Policy (See Appendix A). Failure to consent or comply with the requirements of this Policy may result in suspension from participation or termination of eligibility to participate in intercollegiate athletics at SCSU. Each student-athlete annually will be given a copy of the SCSU institutional policy and will be required to participate in an informative session describing alcohol, tobacco and other drug education and testing policies. Additionally, student-athletes will be given an opportunity to ask any questions regarding the information contained in such policy, the testing program, or other related issues prior to signing the drug-testing consent form.

#### **VI. Prohibited Drugs/Substances Policy**

SCSU prohibits the use, abuse, possession, distribution and/or sale of alcohol or any illegal drug on campus. Likewise, the SCSU Athletic Department prohibits the use, abuse, possession, distribution and/or sale of alcohol or any illegal drugs while representing SCSU in any official intercollegiate team function (i.e. hosting student recruits) or road trips. Road trips are defined as a period of time starting with the departure from campus to the time of return or as released by the head coach. It is not a violation for a student-athlete to be in possession of or to use a drug prescribed for the student-athlete's use by a physician or over the counter drugs recommended by the athletic trainer. Coaches are also encouraged to abstain from consuming alcohol or other drugs on road trips. Adherence to this Policy is required at all times and in all situations by all

student-athletes (including redshirts and medical hardships) throughout the year whenever a student-athlete is registered for classes (including summer sessions).

If more than one violation does occur, the offenses will accumulate throughout the student-athlete's period of NCAA collegiate eligibility. If multiple offenses do occur at the same time, the sanction imposed will be dealt with as one violation. If a student-athlete has a charge pending in a court of law, or the filing of charges appear imminent, the student-athlete will be subject to this Policy and depending on the violation, may not be permitted to practice and/or compete until the charges have been resolved. When a two-day contest does occur with the first day being a qualifying day, such competition will be defined as one contest. Finally, individual teams may have policies more stringent than those indicated here.

Any use of non-prescription drugs before and during any athletic competition must be administered by the SCSU athletic training staff. Evidence of usage without permission will be construed as utilizing an illegal substance and the individual will be charged with violating this Policy. The use of non-banned substances in amounts above that indicated on the substance package will be construed as an attempt to illegally enhance performance and will likewise be viewed as a violation of our policy. Any student-athlete found to be using banned drugs and/or abusing non-prescription drugs will be subject to the appropriate sanctions herein.

Any alcohol or drug violation/incident in the dormitories as determined by Residential Life that results in probation or more serious action being taken by Residential Life against the student-athlete will be considered a violation of this Policy and will trigger the sanctions noted herein.

By signing the consent form attached to this Policy, student-athlete affirms that he/she is aware of the SCSU Policy and sanctions. Violations of this Policy and subsequent sanctions will be separated into "Class A" and "Class B" offenses based on the severity of the offense (see the Sanctions Section herein).

The drug screening process may include analysis of, but is not limited to, the NCAA list of banned-drug classes. Please note, not all substances tested under this Policy are tested at the same quantitative cut-off level as in a NCAA sanctioned test (e.g., Marijuana cut-off is 5 ng/ml in the institutional testing program). For an updated listing of the banned-drug list view the NCAA's web site at [www.ncaa.org](http://www.ncaa.org). Prohibited substances that SCSU may screen for include, but are not limited to, alcohol, marijuana, PCP, opiates, MDMA (Ecstasy), amphetamines, cocaine, flunitrazepam (Rohypnol) and anabolic steroids. SCSU requires that all student-athletes keep the athletic training staff and/or team physician aware of any prescribed drugs and dietary supplements that he/she may be taking.

## **VII. Tobacco Policy**

The use of tobacco products is prohibited by all game personnel (e.g., coaches, student-athletes, athletic trainers, managers and game officials) in all sports during practice and competition. A student-athlete who violates this tobacco policy will be sanctioned for a "first offense" as outlined in the sanction section of this Policy. The Director of Athletics or his/her designee will sanction other game personnel who violate this tobacco policy on a case-by-case basis.

## **VIII. Dietary Supplements**

SCSU Department of Athletics personnel will not distribute or encourage the use of any dietary supplements or ergogenic aids. Many dietary supplements or ergogenic aids contain banned substances. Oftentimes the labeling of dietary supplements is not accurate and is misleading. Terms such as "healthy" or "all natural" do not mean dietary supplements do not contain a banned substance or are safe to take. Using dietary supplements may cause positive drug tests. Student-athletes who are currently taking dietary supplements or intend to take any are required to review the product with the Athletic Department training staff.

## **IX. Selected Types of Drug Testing**

### *Unannounced Random Testing*

*All student-athletes who have signed the institutional drug-testing consent form and are listed on the institutional squad list are subject to unannounced random testing. Students listed on the squad list that have exhausted their eligibility or who have had a career-ending injury will not be selected for testing.*

*The Director of Athletics or his/her designee will select student-athletes from the official institutional squad lists by using a computerized random number program. Urinalysis and/or on-site saliva testing procedures may be used for unannounced random testing.*

#### Pre-season Screening

Student-athletes are subject to pre-season drug testing and may be notified of such by the Director of Athletics or his/her designee at any time prior to their first competition.

#### Reasonable Suspicion Screening

A student-athlete may be subject to testing at any time when the Director of Athletics or his/her designee determines there is individualized reasonable suspicion to believe the participant is using a prohibited drug. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or by an Associate/Assistant Athletic Director, Head Coach, Assistant Coach, Head Athletic Trainer, Assistant Athletic Trainer, or Team Physician, and deemed reliable by the Director of Athletics or his/her designee. Reasonable suspicion may include, but not limited to, 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, and/or 3) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student-athlete's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. If suspected, the Director of Athletics or his/her designee will notify the student-athlete and the student-athlete must stay with a member of their coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is provided. Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive urinalysis (e.g., using on-site saliva testing products to determine alcohol consumption).

#### Postseason/Championship Screening

Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he or she will not be allowed to compete at the post-season event unless he or she subsequently tests negative prior to departure for the event.

#### Re-entry Testing

*A student-athlete who has had his or her eligibility to participate in intercollegiate sports suspended as a result of a drug and alcohol violation, may be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility. The Director of Athletics or his/her designee shall arrange for re-entry testing after the counselor or specialist involved in the student-athlete's case indicates that re-entry into the intercollegiate sports program is appropriate.*

#### Follow-up Testing

*A student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this Policy may be subject to follow-up testing. Testing will be unannounced and*

*will be required at a frequency determined by the Athletic Director or his/her designee in consultation with the counselor or specialist involved in the student-athlete's case.*

## **X. Notification and Reporting for Collections**

*The student-athlete will be notified of and scheduled for testing by the institution. The Director of Athletics or his/her designee will notify the student-athlete of the date and time to report to the collection station and will have the student-athlete read and sign the Student-Athlete Notification Form (See Appendix C).*

*The Director of Athletics or his/her designee will be in the collection station to certify the identity of the student-athletes selected. Student-athletes shall provide picture identification when entering the drug-testing station. The Director of Athletics or his/her designee must remain in the collection station until all student-athletes complete the collection process.*

## **XI. Reporting Results**

Urine samples will be collected and sent to an independent, SAMHSA approved laboratory for analysis. Each sample will be tested to determine if banned drugs or substances are present. A test result confirmed as positive by the laboratory does not automatically identify the student-athlete as having engaged in prohibited drug or alcohol use. Results will be made available to the Medical Review Officer (MRO). The MRO will review the results and if there is a positive drug test, he/she will set up a meeting with the student-athlete. The student-athlete may present evidence of any mitigating circumstances that he/she feels may be important to the outcome of the drug test. The MRO will then make the determination of the outcome of the drug test.

*If the laboratory reports a specimen as substituted, manipulated or adulterated, the student-athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance.*

*All student-athlete information and records associated with the SCSU drug testing program will be confidential and will be released only to those individuals with a legitimate need to know.*

## **XII. Penalties**

*Refusal to sign a consent form prohibits a student-athlete from participating in any SCSU intercollegiate sport. The following sanctions shall apply relative to the violation:*

### **1. CLASS A OFFENSES**

*The following offenses constitute a "Class A" violation under this Policy. Class A violations can occur both on and off campus throughout the calendar year. Consideration will be given to student-athletes voluntarily providing information of any offense to their coach:*

- *DWI (charge)*

- *Banned drug use (as determined by a positive drug-test result under this Policy and/or any other drug-testing program)*
- *Possession of illegal drugs (in any discernible amount)*

*If the student-athlete violates or is charged with a Class A offense, the following sanctions will apply:*

**A. *First Offense:***

1. *Student-athlete will have a conference with their head coach and/or athletic administrator.*
2. *Student-athlete may be suspended from athletic competition. Such suspension will carry over to the next season if necessary.*
3. *Student-athlete will be required to attend a drug and alcohol education class through Student Life and Development at student-athletes own expense.*
4. *Student-athlete will be required to attend an evaluation meeting with the SCSU Alcohol/Drug Health Services Counselor.*
5. *Student-athlete may have athletic grant-in-aid reduced or eliminated as will be determined by the Athletic Director.*

**B. *Second Offense:***

1. *Student-athlete will have a conference with their head coach and/or athletic administrator.*
2. *Student-athlete will be suspended from all athletic competition at SCSU for one year.*
3. *Student-athlete will be required to attend a drug and alcohol education class through Student Life and Development at student-athletes own expense.*
4. *Student-athlete will be required to attend an evaluation meeting with the campus Alcohol/Drug Health Services Counselor.*
5. *Student-athlete may have athletic grant-in-aid reduced or eliminated as will be determined by the Athletic Director.*

**C. *Third Offense:***

1. *Student-athlete will be permanently suspended from intercollegiate athletic competition at SCSU.*
2. *Student-athlete will have athletic grant-in-aid canceled immediately in accordance with NCAA rules.*

**2. CLASS B OFFENSES**

*The following offenses constitute a “Class B” violation under this Policy. Class B violations can occur both on and off campus throughout the calendar year. Consideration will be given to student-athletes voluntarily providing information of any offense to their coach:*

- *Legal intoxication (as defined by Minnesota code)*
- *Minor consumption (as defined by Minnesota code)*
- *Illegal sale to minor (as defined by Minnesota code)*
- *Arrested/cited for alcohol related incident on or off campus*
- *Alcohol violation on campus (as determined by Student Life and Development and/or Campus Security)*
- *Alcohol violation on road*
- *Alcohol violations/incident in a dormitory as determined by Residential Life.*

*If a student-athlete violates or is charged with a Class B offense, the following sanctions will apply:*

**A. *First Offense:***

- 1. Student-athlete will have a conference with their head coach.*
- 2. Student-athlete may be suspended from athletic competition. Such suspension will carry over to the next season if necessary.*
- 3. Student-athlete will be required to attend a drug and alcohol education class through Student Life and Development at student-athletes own expense.*
- 4. Student-athlete may have athletic grant-in-aid reduced or eliminated as will be determined by the Athletic Director.*

**B. *Second Offense:***

- 1. Student-athlete will have a conference with their head coach and/or athletic administrator.*
- 2. Student-athlete may be suspended from athletic competition. Such suspension will carry over to the next season if necessary.*
- 3. Student-athlete will be required to attend a drug and alcohol education class through Student Life and Development at student-athletes own expense.*
- 4. Student-athlete will be required to attend an evaluation meeting with the SCSU Alcohol/Drug Health Services Counselor.*
- 5. Student-athlete may have athletic grant-in-aid reduced or eliminated as will be determined by the Athletic Director.*

**C. *Third Offense:***

- 1. Student-athlete will have a conference with their head coach and/or athletic administrator.*
- 2. Student-athlete will be suspended for the remainder of the season or 50% of regularly scheduled contests, whichever is greater. Such suspension will carry over to the next season if necessary.*
- 3. Student-athlete will be required to attend a drug and alcohol education class through Student Life and Development at student-athletes own expense.*
- 4. Student-athlete will be required to attend an evaluation meeting with the SCSU Alcohol/Drug Health Services Counselor.*
- 5. Student-athlete may have athletic grant-in-aid reduced or eliminated as will be determined by the Athletic Director.*

**D. *Fourth Offense:***

- 1. Student-athlete will be permanently suspended from intercollegiate competition at SCSU.*
- 2. Student-athlete will have athletic grant-in-aid canceled immediately in accordance with NCAA rules.*

**XIII. *Missing A Counseling Session***

*For any counseling session, student-athletes are required to comply with the appointment policy developed by the SCSU Health Services counseling staff. It is the responsibility of the student-athlete who makes an appointment with a Health Services counselor to keep that appointment. If*

*the student-athlete is not able to keep the appointment he/she is expected to cancel the appointment by telephone, preferably 24 hours in advance, but at least by 8:00 a.m. on the day of the appointment. Prior to the appointment the student-athlete will read and sign an informed consent for evaluation and treatment, which includes an agreement to follow the appointment policies.*

*Failure to keep or cancel an appointment as stated above may result in suspension from practice and/or competition as determined by the Director of Athletics or his/her designee.*

#### **XIV. Voluntary Disclosure/Safe Harbor**

(a) *A student-athlete who has engaged in prohibited drug or alcohol use is encouraged to seek assistance from the Athletic Department by voluntarily disclosing his or her use.*

(b) *If the student-athlete seeks assistance prior to being identified as having violated this Policy or being notified that he or she must undergo screening, the impermissible use will not be deemed an offense for purposes of determining sanctions under this Policy; however, the student-athlete will be ineligible to participate in intercollegiate sports pending an evaluation by the SCSU Health Services Counselor. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference postseason competition.*

(c) *The student-athlete will be required to undergo an evaluation by SCSU Health Services. Health Services shall determine the appropriate form(s) of intervention and rehabilitation needed by the student-athlete, based on the circumstances of the case. A counselor will provide a summary of his or her findings and recommendations to the Director.*

(d) *A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. However, the student-athlete will not be permitted to return to participation in intercollegiate sports until a Health Services counselor has interviewed the student-athlete following the conclusion of the recommended treatment (or stage of treatment, as applicable) and has determined that re-entry into intercollegiate sports is appropriate. If the Health Services counselor deems it necessary, the student-athlete will be required to undergo drug and/or alcohol testing as part of the re-entry evaluation.*

(e) *Failing to complete the treatment recommended by the Health Services counselor, having a positive test for any banned substance after entering the Safe Harbor Program, or having a positive result on a re-entry drug or alcohol test will be deemed a second offense under this Policy.*

(f) *If the student-athlete regains his or her eligibility to participate in intercollegiate sports, he or she may be required to undergo unannounced follow-up tests at the discretion of the Athletic Director in consultation with the Health Services counselor.*

## **XV. Appeal Process**

*Student-athletes who test positive for a banned substance by the laboratory retained by SCSU may, within 72 hours following receipt of notice of the laboratory finding, contest the finding. Upon the student-athlete's request for additional testing of the sample, the Director of Athletics will formally request the laboratory retained by SCSU to perform testing on specimen B. The student-athlete may choose, at his/her own expense, to be present at the opening of specimen B at the laboratory. If the student-athlete does not wish to be present at the opening of specimen B, but desires to be represented, arrangements will be made for a surrogate to attend the opening of specimen B. The surrogate will not be involved with any other aspect of the analysis of the specimen. The student-athlete or his/her surrogate will attest to the sample number and the integrity of the security seal prior to the laboratory opening of specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative.*

*Student-athletes who test positive under the terms of SCSU Intercollegiate Athletics Alcohol, Tobacco and Other Drug Education and Testing Policy will be entitled to a hearing with the Director of Athletics or his/her designee prior to the imposition of any sanction. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics.*

*The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete must present his or her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Director of Athletics or his/her designee regarding the sanction to be imposed shall be final.*

St. Cloud State University Department of Athletics  
**Alcohol and Drug Testing Program Administration**  
**Student-Athlete Consent Form**

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I, \_\_\_\_\_, hereby acknowledge that I have received a copy of, read and been given the opportunity to ask questions regarding the Alcohol and Other Drug Abuse Policy implemented for the Department of Intercollegiate Athletics at St. Cloud State University. I understand the policies, procedures and my responsibilities as described in the policy.

As a condition to my participation in intercollegiate athletics at St. Cloud State University during the academic year, I consent to participate in the Alcohol and Other Drug Abuse Policy at St. Cloud State University. I understand that my participation in this program includes the collection and testing of my urine at various times during the academic year for drugs, alcohol, and/or other banned substances.

I further consent to the release of the results of any drug test to the Director of Athletics, the Head Coach, the Head Athletic Trainer, Assistant Athletic Trainers, Team Physician, and my parent(s) or guardian(s). I acknowledge and understand that a copy of this consent form will be sent to my parent(s) or guardian(s) along with a copy of the Alcohol and Other Drug Abuse Policy. To the extent set forth in this document, I waive any privilege I may have in connection with such information.

I fully understand that the St. Cloud State University Alcohol and Other Drug Abuse Policy is separate and distinct from the NCAA drug-testing program and sanctions.

St. Cloud State University, its Officers, Employees, and Agents are hereby released from legal responsibility or liability for the release of such information and records as authorized by this consent form. I fully and forever release and discharge the aforementioned parties from any claims, demands, rights of action, or causes of action, present or future, whether the same be known or unknown, anticipated or unanticipated, resulting from my participation in, or the any results from, the St. Cloud State University Alcohol and Other Drug Abuse Policy.

---

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student-Athlete

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Student I.D. #

\_\_\_\_\_  
Sport(s)

\_\_\_\_\_  
Parent/Guardian Signature (if a minor)

\_\_\_\_\_  
Date

Student Athlete Authorization/Consent  
for  
Disclosure of Protected Health Information  
to the  
NSIC, WCHA/media outlets

I, \_\_\_\_\_, hereby authorize St. Cloud State University  
Name of Student Athlete Name of My Institution

and its physicians, athletic trainers and health care personnel to disclose my protected health information and any related information regarding any injury or illness during my training for and participation in intercollegiate athletics to the NSIC, WCHA/media outlets and its employees or agents.

I understand that my protected health information will be used by the NSIC, WCHA/media outlets for the purpose of NSIC/WCHA, St. Cloud State University and media usage.

I understand that my injury/illness information is protected by federal regulations under either the Health Information Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) and may not be disclosed without either my authorization under HIPAA or my consent under the Buckley Amendment. I understand that my signing of this authorization/consent is voluntary and that my institution will not condition any health care treatment or payment, enrollment in a health plan or receipt of any benefits (if applicable) on whether I provide the consent of authorization requested for this disclosure. I also understand that I am not required to sign this authorization/consent in order to be eligible for participation in NCAA or conference athletics.

I also understand that the NSIC, WCHA/media outlets are not covered by the Buckley Amendment or HIPAA and that these regulations will not apply to the NSIC, WCHA/media outlet's use or disclosure of my injury/illness information.

This authorization/consent expires 380 days from the date of my signature below, but I have the right to revoke it in writing at any time by sending written notification to the athletic director at my institution. I understand that a revocation is not effective to the extent action has already been taken in reliance on this authorization/consent.

---

Printed Name of Student Athlete

Signature

Date

**St. Cloud State University Department of Athletics Alcohol and Other Drug Abuse Policy**

Student-Athlete Notification Form

**Student-Athlete:**

Social Security No: \_\_\_\_\_ Sport: \_\_\_\_\_  
(optional)

Date of notification: \_\_\_\_\_ Time of notification: \_\_\_\_\_ a.m./p.m.

I, \_\_\_\_\_, the undersigned:  
**(NAME)**

*Acknowledge being notified to appear for institutional drug and alcohol testing and have been notified to report to the drug and alcohol testing station at:*

\_\_\_\_\_, on \_\_\_\_\_ on or before  
\_\_\_\_\_ a.m./p.m. \_\_\_\_\_  
**(location) (date) (time)**

I will be prepared to provide an adequate urine specimen and will not over hydrate. I understand that providing numerous diluted specimens may be cause for follow-up drug testing.

I will be prepared to provide an adequate saliva sample and will not eat or drink at least 10 minutes prior to providing a saliva sample.

**I understand that I may have a witness accompany me to the drug and alcohol-testing site.**

I understand that failure to appear at the site on or before the designated time will constitute a withdrawal of my previous consent to be tested as part of the Institutional Drug and Alcohol Testing Consent and will result in a penalty.

**By signing below, I acknowledge being notified of my participation in institutional drug and alcohol testing, and I am aware of what is required of me in preparation for this drug and alcohol-testing event.**

**Student-Athlete's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I can be reached at the following telephone number on test day:**  
\_\_\_\_\_

Institutional Representative retain top portion of completed forms.

**St. Cloud State University Department of Athletics Alcohol and Other Drug Abuse Policy**

Student-Athlete: \_\_\_\_\_

Location of test: \_\_\_\_\_ Date of test: \_\_\_\_\_ Time to report: \_\_\_\_\_

**Report to the test site with picture identification.  
DO NOT DRINK TOO MANY FLUIDS.**

CODE OF CONDUCT COMPLAINT FORM

Complainant Information: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Circle One:            Student                      Staff                      Faculty

I have reasonable cause to believe the following named student is responsible for misconduct justifying disciplinary action.

Name of accused: \_\_\_\_\_

Address of Accused: \_\_\_\_\_  
(If known)

Telephone number of Accused: \_\_\_\_\_

Other identifying information: \_\_\_\_\_

\_\_\_\_\_

Date of offense \_\_\_\_\_ Time of offense \_\_\_\_\_

Location of offense \_\_\_\_\_

Describe what happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach additional pages if necessary.)

Names, addresses and telephone numbers of probable witnesses:

Name	Address	Telephone Number
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Name	Address	Telephone Number
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Name	Address	Telephone Number
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Complainant Signature	Date
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## Alcohol and Other Drug IMPACT Referral

Name of Referred Student: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Student Address: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_ @stcloudstate.edu

Referring Administrator: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**The student named above has been required to participate and complete the following:**

- IMPACT-I**      One 90 Minute Alcohol Class + e-CHUG Online Personalized Feedback      **\$50**
- IMPACT-II**      Two 90 Minute Alcohol Classes + e-CHUG Online Personalized Feedback      **\$75**
- IMPACT-M**      Two 60 Minute Marijuana Sessions + e-TOKE Online Personalized Feedback      **\$75**
- IMPACT-III**      One 60 Minute Session

I understand that staff member time and materials are utilized for classes, and that the fee I pay when I schedule IMPACT will not be refunded if I do not attend, properly reschedule, or complete IMPACT for any reason. I also understand that my failure to schedule or complete IMPACT may result in a requirement for repayment to schedule, additional charges of violating the Student Code of Conduct, additional sanctions, and a “hold” placed on my ability to register for classes until I have completed the class/assessment.

**Please read the reverse of this form for directions on payment and scheduling your IMPACT class/session.**

**I understand that my requirement to attend IMPACT will not be met if:**

1. I do not attend or come late for my scheduled IMPACT class (note doors lock promptly at start time) or
2. I leave before the class is completed or
3. I fail to participate appropriately or disrupt the class. I also understand that in these circumstances I may be asked to leave the class or
4. I fail to follow the directions on the back of this form or
5. I come to IMPACT under the influence of alcohol or other drugs or
6. I fail to complete the post-IMPACT survey sent to me by email 60 days after I complete my IMPACT requirement.

**I understand that if I commit another violation of the student code of conduct I may be required to attend another IMPACT with an additional fee or fulfill another sanction requirement.**

*STUDENT: My signature below signifies that:*

1. *I have read both sides of this form and understand what is required. I will contact the administrator who referred me if I have questions.*
2. *I authorize Student Health Services or Counseling and Psychological Services staff members to confirm my attendance at the class/assessment and to release information about my behavior in the class/assessment if I fail to meet the requirements for completion.*

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*IMPACT Facilitator:*

The student named above completed the initial components of the IMPACT class. Completion of a post-IMPACT survey is required to fully complete the IMPACT class.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## DIRECTIONS

- IMPACT-I** One 90 Minute Alcohol Class + e-CHUG Online Personalized Feedback  
**\$50**

Prior to scheduling the IMPACT-I class you must complete the online e-CHUG Program. The e-CHUG program takes approximately 20 minutes to complete. You can access the e-CHUG website through <http://www.stcloudstate.edu/current/impact/>. You will need to verify that you completed the e-CHUG Program; you will do this by printing and bringing the *e-CHUG Input Summary* (shows your e-CHUG User ID) when you schedule the class. The deadline for scheduling attendance is five business days before the class you expect to attend. Please take this form, the *e-CHUG Input Summary* and payment (cash, check or credit card—student account billing is not available) to the Health Promotions Programs area (Hours are M-F 8:00 am – 4:30 pm) located in Student Health Services on the first floor of Hill Hall (east entrance facing the volleyball court) to sign up for the IMPACT-I Class. You will be sent an email 60 days after you complete your IMPACT-I class directing you to a survey link. When you complete this survey, your IMPACT-I class requirement will be complete.

- IMPACT-II** Two 90 Minute Alcohol Classes + e-CHUG Online Personalized Feedback  
**\$75**

Prior to scheduling the IMPACT-II classes, you must complete the online e-CHUG Program. The e-CHUG Program takes approximately 20 minutes to complete. You can access the e-CHUG website through <http://www.stcloudstate.edu/current/impact/>. You will need to verify that you completed the e-CHUG Program; you will do this by printing and bringing the *e-CHUG Input Summary* (shows your e-CHUG User ID) when you schedule the class. The deadline for scheduling attendance is five business days before the class you expect to attend. Please take this form, the *e-CHUG Input Summary* and payment (cash, check or credit card—student account billing is not available) to the Health Promotions Programs area (Hours are M-F 8:00 am – 4:30 pm) located in Student Health Services on the first floor of Hill Hall (east entrance facing the volleyball court) to sign up for both IMPACT-II classes. The classes will be scheduled one week apart at the same time and place. You will be required to attend these specific sessions and it is not possible to move to a different second session. Failure to attend the first session may require a repayment of fee in order to reschedule; failure to attend your specific session two class may require a repeat of the first session and a repayment of fee in order to schedule the session. You will be sent an email 60 days after you complete your second IMPACT-II class directing you to a survey link. When you complete this survey, your IMPACT-II class requirement will be complete.

- IMPACT-M** Two 60 Minute Individual Marijuana Sessions  
**\$75**

Prior to scheduling the IMPACT-M sessions, you must complete the online e-TOKE Program. The e-TOKE Program takes approximately 20 minutes to complete. You can access the e-TOKE website through <http://www.stcloudstate.edu/current/impact/>. You will need to verify that you completed the e-TOKE Program; you will do this by printing and bringing the *e-TOKE Input Summary* (shows your e-TOKE User ID) when you schedule your session. Individuals will be required to meet for two 60-minute sessions with either a member of Student Health Services or Counseling & Psychological Services. Please take this form, your *e-TOKE Input Summary*, and payment (cash, check or credit card—student account billing is not available) to the Health Promotions Programs area (Hours are M-F 8:00 am – 4:30 pm) located in Student Health Services on the first floor of Hill Hall (east entrance facing the volleyball court) to begin scheduling your first IMPACT-M session. The second session will be scheduled with your counselor. Failure to attend the first session will require a repayment of fee in order to reschedule; failure to attend the second session may require a repeat of the first session and a repayment of fee in order to schedule the session. You will be sent an email 60 days after you complete your second IMPACT-M session directing you to a survey link. When you complete this survey, your IMPACT-M class requirement will be complete.

**IMPACT-III**

To schedule IMPACT-III please take this form to Counseling & Psychological Services in Stewart Hall 103.

**If you need to reschedule your IMPACT-I or II Class:** If you are unable attend your scheduled IMPACT I or II Class, you must call Health Promotions Programs at (320) 308-4850 to reschedule by 4:00 p.m. on the business day prior to the class. Failure to reschedule in a timely manner will result in additional fee. You will not be able to reschedule the second session of your IMPACT-II class. You must retake session one and take the associated session two.

**If you need to reschedule your IMPACT-M or III Session:** If you are unable attend your scheduled IMPACT Class, you must call Counseling and Psychological Services at (320) 308-3171 to reschedule by 4:00 p.m. on the business day prior to the class. Failure to reschedule in a timely manner will result in additional fee.

**FINANCIAL AID**  
**TERMS AND CONDITIONS OF AWARDING INSTITUTIONAL FINANCIAL AID**

**15.3.1 Eligibility of Student-Athletes for Financial Aid.**

Institutional financial aid may be awarded for any term during which a student-athlete is in regular attendance as an undergraduate with eligibility remaining under 14.2, or within six years after initial enrollment in a collegiate institution (provided the student does not receive such aid for more than five years during that period).

**15.3.1.1 Applicable Requirements.** A student-athlete must meet applicable NCAA (see Bylaw 14), conference and institutional regulations to be eligible for institutional financial aid (also see 15.01.5 and 15.01.6).

**15.3.1.2 Withdrawal from Institution.** A student-athlete who withdraws from the institution may not receive financial aid during the remainder of the term.

**15.3.1.3 Retroactive Financial Aid.** Institutional financial aid awarded to an enrolled student-athlete after the first day of classes in any term may not exceed the remaining room and board charges and educational expenses for that term and may not be made retroactive to the beginning of that term. Payments credited to a student-athlete's account that are not refundable need not become the student's obligation.

**15.3.1.4 Institutional Financial Aid to Professional Athlete.** It is permissible to award institutional financial aid to a student-athlete who is under contract to or currently receiving compensation from a professional sports organization in the same sport, provided the student-athlete has completed his or her four seasons of competition, the student-athlete receives no more than five years of unearned aid and such aid is received within six years after initial collegiate enrollment. A professional athlete in one sport may represent a member institution in a different sport and may receive institutional financial assistance in the second sport.

**15.3.3 Period of Institutional Financial Aid Award**

**15.3.3.1 One-Year Limit.** If a student's athletics ability is considered in any degree in awarding financial aid, such aid shall neither be awarded for a period in excess of one academic year nor for a period less than one academic year (see Bylaw 15.01.5)

**15.3.3.1.1 Financial Aid Authority Precedent.** A staff member may inform a prospect that the Athletic Department will recommend to the financial aid authority that the prospect's financial aid be renewed each year for a period of four years and may indicate that the authority always has followed the Athletic Department's recommendations in the past. However, the prospect must be informed that the renewal will not be automatic.

**15.3.3.1.2 Injury or Illness Policy.** It is not permissible for an institution to assure the prospect that it automatically will continue a grant-in-aid past the one-year period if the recipient sustains an injury that prevents him or her from competing in intercollegiate athletics, but an institutional representative may inform the prospect of the regular institutional policy related to renewal or continuation of aid past the one-year period for recipients who become ill or injured during their participation.

**15.3.4 Reduction and Cancellation during Period of Award**

**15.3.4.1 Reduction or Cancellation Permitted.** Institutional financial aid based in any degree on athletic ability may be reduced or canceled during the period of the award if the recipient:

- a) Renders himself or herself ineligible for intercollegiate competition; or
- b) Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement (see 15.3.4.1.1); or
- c) Engages in serious misconduct warranting substantial disciplinary penalty (see 15.3.4.1.2); or
- d) Voluntarily withdraws from a sport 91 time for personal reasons; however, the recipient's financial aid may not be d to another student-athlete in the term in which the aid was reduced or canceled.

**15.3.4.1.1 Fraudulent Misrepresentation.** If a student-athlete is awarded institutional financial aid on the basis of declaring intention to participate in a particular sport by signing a letter of intent, application or tender, action on the part of the grantee not to participate (either by not reporting for practice or after making only token appearances as determined by the institution) would constitute fraudulent misrepresentation of information on the grantee's application and would permit the institution to cancel or reduce the financial aid.

**15.3.4.1.2 Misconduct.** An institution may cancel or reduce the financial aid of a student-athlete who is found to have engaged in misconduct by the university's regular student disciplinary authority, even if the loss-of-aid requirement does not apply to the student body in general.

### **15.3.5 Renewals and Non-renewals**

**15.3.5.1 Institutional Obligation.** The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year (under 14.2) whether the grant has been renewed or not renewed for the ensuing academic year. Notification of financial aid renewals and non-renewals must come from the institution's regular financial aid authority and not from the institution's athletics department.

## **ATHLETIC GRANT POLICY**

1. Student-athletes on athletic grants are covered by the same requirements for athletic eligibility as athletes who are not on grant.
2. The total amount of financial aid (excluding bona fide loans and aid from family) for student-athletes receiving athletic grants or other university designated financial aid (such as student employment, college work study, SEOG, state scholarships or grants, etc.) may not exceed the cost of tuition and fees, room, and board and/or financial need. Financial aid programs may have additional criteria that limits funding.
3. Employment during the summer is not part of the limited aid. Student-Athletes who wish to coach or teach skills in their sports during the summer (or official vacation periods) may do so as long as they do not receive payment on a fee-for-lesson basis.

4. According to recent changes in the internal revenue code, a portion of a recipient's scholarship may be taxable. The recipient may exclude amounts paid for tuition and fees. Generally, amounts received for room and board become the taxable amount.
5. SCSU is not required to furnish the recipient a statement of taxable amounts. Thus, the student is responsible for reporting such amounts on their individual tax returns.
6. **A student-athlete receiving athletically related aid at St. Cloud State University that is no longer associated with or working out with a team for any reason (e.g.: injury, illness, disciplinary action) will be asked to work in the athletic department at a rate commensurate with the athletic aid they are receiving.**

## **STUDENT-ATHLETE APPEAL PROCEDURE FOR NON-RENEWAL OF GRANT-IN-AID**

This appeal procedure is applicable to all St. Cloud State University student-athletes.

The purpose of this appeal procedure is to provide a clearly defined avenue by which the student-athlete may seek redress if he/she believes the grant-in-aid has not been renewed, gradated or canceled for questionable reasons.

The institution is responsible for the renewal, non-renewal, gradation and cancellation of a student-athlete's grant-in-aid award. The Office of Scholarships and Financial Aid shall promptly notify each student-athlete who received an award the previous academic year whether his/her grant will be renewed or not renewed. The student-athlete will be notified of their status on or before July 1 before the academic year in which the award is to be effective.

### **PROCEDURE**

- Step 1. When a student-athlete believes that his/her grant-in-aid was not renewed, gradated or canceled for questionable reasons, he/she will, within five class days of receiving the notification letter, seek resolution with the coach.
- Step 2. If discussion with the coach does not result in a satisfactory resolution, the student-athlete may then contact the Director of Athletics. The student will provide the Director of Athletics with a written statement detailing his/her response to the reasons why the grant was not renewed, gradated or cancelled. This written statement should be received by the Athletic Director within five class days of the discussion with his/her coach. In addition, the student-athlete should arrange a meeting with the Director of Athletics to discuss his/her concerns.
- Step 3. If the student-athlete is not satisfied or if the Director of Athletics fails to respond within five class days, the student-athlete may appeal in writing to the Director of the Office of Scholarships and Financial Aid for a review of the matter. This appeal must be submitted within five class days of the discussion with the Director of Athletics (Step 2).
- Step 4. The decision of the Director of the Office of Scholarships Financial Aid is final.

All materials relating to each grievance will be kept on file with the Office of Scholarships and Financial Aid and a copy forwarded to Intercollegiate Athletics.

# ST. CLOUD STATE UNIVERSITY ATHLETIC TRAINING

## ATHLETIC TRAINING ROOM POLICIES & PROCEDURES

The goals of the Athletic Training Trainer are prevention, care, and rehabilitation of athletic injuries. Your cooperation with the Athletic Trainers is essential in accomplishing these goals in order that you may compete to the best of your ability.

ATHLETIC TRAINERS: Julie Alexander, ATC ..... 308-3827  
Rachel Johnson, ATC ..... 308-2590  
Bryan DeMaine, ATC..... 308-2588  
Stephen Patterson, ATC..... 308-2503

GA ATHLETIC TRAINERS: Alison Morley, ATC ..... 308-2597  
Brittany Johnson, ATC ..... 308-2597  
Stef Arndt, ATC..... 308-5229  
Paty Fields, ATC..... 308-5229

HALENBECK ATHLETIC TRAINING ROOM: ..... 308-2597  
HOCKEY CENTER ATHLETIC TRAINING ROOM:..... 308-5229  
JULIE ALEXANDER OFFICE:..... 308-3827

**ATHLETIC TRAINING ROOM HOURS:** (Monday through Friday)  
Halenbeck Hall 9:00 AM - 6:30 PM  
National Hockey Center 10:00 AM - 6:00 PM

All other times will be announced according to practice/competition times.

### **REPORTING INJURY/ ILLNESS PROCEDURES**

1. ALL INJURIES AND ILLNESSES are to be reported to the Athletic Trainers for evaluation, treatment, or referral on the day of occurrence or as soon as possible afterward. An emergency is the ONLY exception.
2. Referrals to Physicians for athletic injuries must be arranged through the Athletic Training Room or our insurance company will not cover the cost of the referral and/or any treatments.
3. Any treatment or medication prescribed by the Team Physician for athletic injuries will be first submitted to your personal insurance. Costs for doctor visits, tests, and medication for general illness will be incurred by the individual. Please check with a Staff Athletic Trainer if you have any questions.
4. **You will be responsible for any unauthorized referrals.**
5. If you are ill, call the Athletic Training Room between 9:00 a.m. and 1:00 p.m. If the illness is severe enough that you cannot attend practice; an appointment may be scheduled at a local medical clinic.

### **TREATMENT PROCEDURES**

1. The Athletic Training Room is available for new injury evaluations from 9:00 a.m. until 1:00 p.m. and after practices. If you come in after that time, you may have to wait for an appointment the next day. *Please do not wait until just before practice for an injury evaluation*, as we reserve this time for treatments and taping.

2. The Athletic Training Room is available for treatments from 9:00 a.m. - 1:00 p.m. If these times are in conflict with your class schedule, individual appointments may be set with your supervising Athletic Trainer.

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3. Injured players not able to participate in full practice are still required to be at practice at the regular time to participate in whatever drills you are capable of, or complete your rehabilitative conditioning. Your responsibilities at practice will be coordinated with the Coach and Athletic Trainer.

## **ATHLETIC TRAINING ROOM EXPECTATIONS**

1. Report an injury or injury status in a timely manner. (day of occurrence or between 9:00 a.m. and 1:00 p.m. the following day, otherwise you will not be evaluated until after the beginning of practice.)

2. Report to the Athletic Training Room early enough to be treated and taped before practice. Athletic Trainers will be available at least one hour before all practices, competitions, and meetings. Report to the Athletic Trainers responsible for your team.

3. If you cannot make your scheduled appointment, call the doctor's office first and then call the Athletic Training Room. Not following this procedure will mean that you will wait longer to be seen.

4. All referral sheets are to be returned to the Athletic Trainers and the necessary treatments are set. Athletes **MUST** follow treatment schedules or they will not be allowed to participate.

5. The Athletic Training Room **IS NOT** a meeting or conversation room. If you are not being treated, taped, or doing rehabilitation exercises, please stay out.

6. Please write your name, sport, and injured area on the treatment sheet when you enter the Athletic Training Room.

7. **ABSOLUTELY NO HORSEPLAY IN THE ATHLETIC TRAINING ROOM.**

8. All equipment checked out from the Athletic Training Room must be returned to the Athletic Training Room at the end of the season. You are responsible for all equipment checked out to you. Do not turn Athletic Training Room equipment into the equipment managers or leave it in your locker. You will be assessed a fine and/or a hold will be placed on your account for any equipment not turned in. When you turn an item in, make sure that someone writes it down and you sign the form.

9. **SPIKES AND CLEATS ARE NOT TO BE WORN IN THE ATHLETIC TRAINING ROOM.**

10. Football & Hockey: Mouth guards are required equipment and will help prevent or lessen the severity of a dental injury if worn. **THE ATHLETIC DEPARTMENT IS NOT RESPONSIBLE FOR DENTAL EXPENSES DUE TO INJURY UNLESS A MOUTH GUARD IS WORN.**

11. Do not swear in the Athletic Training Room.

12. The Athletic Training Room phones are **NOT** for personal use. If you must use a phone, **ASK FIRST!**
13. Do not treat or tape yourself! Have an Athletic Trainer help you.
14. Do not bring equipment or bags into the Athletic Training Room. Leave all equipment in the locker room or hallway.
15. Chewing tobacco is **PROHIBITED**. Any athlete with chew in his/her mouth will be asked to leave and will not be allowed back into the Athletic Training Room the remainder of the day.
16. Use the water fountains to get drinks. Don't come into the Athletic Training Room unless you have your own cup or bottle.

## SCSU Athletic Insurance Policy

Participation in intercollegiate athletics carries with it the inherent risk of injuries. Athletes assume certain risks in that an athlete may suffer injuries in connection with intercollegiate activities. When such injuries occur, St. Cloud State University cannot assume indefinite responsibility for continuing medical care that might be subsequently required. Subject to the limitations stated hereinafter, however, SCSU does accept certain obligations. All student-athletes must carry primary insurance in order to be eligible to compete in intercollegiate athletics at St. Cloud State University. If you or your family does not have an insurance policy that covers you for athletic injuries, you must purchase such a policy.

### University Obligations

When a student-athlete is injured during an official sanctioned NCAA playing, practice or training session or university sponsored travel to or from competition under St. Cloud State University's athletic department auspices, the university will provide the following assistance to the injured student. For purposes of this policy, university sanctioned athletic activity includes all practices on or in university facilities or shared community facilities authorized by a coach, and any events to which an athlete travels with university support or financial assistance.

St. Cloud State University athletics department carries an athletic injury insurance policy and will assist in the coordinating of insurance benefits whereby the student-athletes' own, parents' or legal guardian's insurance is primary and the institution's is secondary. As of August 1, 2007, when an athletic injury occurs, the athletic trainer assigned to his/her sport must first see the student-athlete. If outside medical treatment is necessary, the athletic trainer will authorize a referral and the student may see the provider that was authorized. Any visit(s) NOT authorized by the SCSU athletic training staff will not be covered by SCSU or its insurance carrier. Approved medical costs associated with the injury must then be submitted to the student-athlete's personal/primary insurance policy. An itemized bill and an "Explanation of Benefits (EOB)" from the student's insurance must then be given to the athletic trainer, upon which time a claim will be made with SCSU's insurance company. SCSU's insurance policy does not carry a deductible as of August 1, 2007. Our insurance will only apply after primary insurance has been utilized. Therefore, it is **REQUIRED** that every student-athlete have a primary insurance policy in effect during their **COMPLETE** training, conditioning and participation season at SCSU. All international students including Canadians are required to purchase the SCSU Student Health Insurance policy; this insurance policy will satisfy the requirement for primary insurance. Insurance information will be kept on record in the SCSU Athletic Training room and any change in insurance during the season, **MUST** be updated with the Athletic Trainers or coverage by SCSU's insurance becomes null and void. **Due to the high cost of medical treatments, student athletes are required to have a primary medical insurance policy that would cover athletic injuries.** If you need information on plans that are available, our Athletic Training room has brochures that the student may use to help them with the purchase of a primary insurance policy.

Even the slightest injury must be reported to the Athletic Training staff in case a claim needs to be filed with SCSU's insurance in the future. Please send EOB's from your primary insurance company to the Athletic Trainer as soon as possible so the bills can be paid in a timely manner. Remember, bills should be submitted to your primary insurance company first. Then they should be submitted to SCSU's insurance company through the training staff along with EOB's stating what the primary insurance paid or denied. SCSU has catastrophic injury insurance coverage through the NCAA for more serious types of injuries. If a catastrophic injury does occur, the NCAA's insurance company will be notified immediately and they will assume the coordination of benefits for the remainder of the coverage period utilizing the primary insurance, SCSU's insurance and the Catastrophic injury insurance.

Insurance claims are covered for two years from the original date of injury. If a student-athlete quits the team or transfers out of the university, all future medical coverage will cease. If an athlete is not released by an approved SCSU referred physician and chooses to continue to compete, SCSU's insurance becomes null and void.

Please visit with our Athletic Training staff if you have any further questions about SCSU's insurance policies for athletic injuries. Remember, the student health insurance that can be purchased during registration does not cover athletic injuries unless the athletic rider is purchased also which would include an additional charge.

Note: This is a change in our athletic injury insurance policies at SCSU, effective August 1, 2007. Any injuries before that date will remain on the previous year's insurance coverage.

## GENERAL ATHLETICS POLICIES

### 16.2 COMPLIMENTARY ADMISSIONS AND TICKET BENEFITS

#### **16.2.1 Permissible Procedures**

**16.2.1.1 Institutional Contests in the Student-Athlete's Sport.** An institution may provide complimentary admissions per home or away contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.

**16.2.1.1.3 Tournaments.** Complimentary admissions may be provided to members of the institution's terms for all contests in a tournament in which the team is participating, rather than only for the games in which the institution's team participates. However, the contests must be at the site at which the institution's team participates.

**16.2.1.2. Division I Regulations.** Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. "Hard tickets" shall not be issued. The institution shall be responsible for this administrative procedure, and the student-athlete's eligibility shall be affected by involvement in action contrary to the provisions of 16.2.1.1 and 16.2.2.1 (i.e., receipt of more than the permissible four complimentary admissions or the sale or exchange of a complimentary admissions for any item of value).

**16.2.1.2.1. Issuance Procedures.** The individual utilizing the complimentary admission must present identification to the person supervising the use of the pass list at the admission gate. The individual then shall be provided a ticket stub or other identification of a specified reserved seat, directed to a specific reserved-seating section or seating area, or treated as a general admission ticket holder.

**16.2.1.3.1 Partial Qualifier or Nonqualifier.** A nonqualifier (per Bylaw 14.02.9.3) may receive a complimentary admission to all of the institution's regular-season home intercollegiate athletics events in the first academic year of residence.

**16.2.1.2 Division II Regulations.** Complimentary tickets shall be distributed only to persons designated by the student-athlete who have identified themselves and signed a receipt therefore. The institution shall be responsible for this administrative procedure, and the student-athlete's eligibility shall be affected by involvement in action contrary to the provisions of 16.2.1.1 and 16.2.2.1.

**16.2.1.2.1. Partial Qualifier or Non Qualifier.** A partial qualifier or a non qualifier (per 14.02.9.4) may receive a complimentary admission to all of the institution's regular-season home intercollegiate athletics contests during the first academic year of residence.

**16.2.1.3 Institution's Home Contests in Other Sports.** An institution may provide admission for each student-athlete to all of the institution's regular-season home intercollegiate athletics events in sports other than that in which the student-athlete is a participant, via a printed student-athlete pass or gate list. Proof of identity shall be required upon admission.

## 16.2.2 Non Permissible Procedures

**16.2.2.1 Sale of Complimentary Admissions.** A student-athlete may not receive payment from any source for his or her complimentary admission and may not exchange or assign them for any item of value.

**16.2.2.3 Student-Athlete Ticket Purchases.** An institution may not provide a special arrangement to sell a student-athlete ticket(s) at an athletic event. Tickets shall be available for purchase by student-athlete's according to the same purchasing procedures used for other students.

**16.2.2.4 Sale Above Face Value.** A student-athlete may not purchase tickets for an athletic contest from the institution and then sell the tickets at a price greater than their face value.

### **SCSU AWAY GAME TICKET POLICY**

When tickets to away hockey games are available, the following priority for distribution will take place:

1. Coaches and players - must be purchased two weeks prior to the date of away game.
2. Any remaining tickets will be made available to SCSU students and season ticket holders on a first come, first serve **paid** basis. Each student will be allowed to purchase one away ticket and each season ticket holder will be allowed to purchase an equivalent number of away tickets. For example, an individual who has two season tickets in his/her name can purchase two away tickets. This does not apply to the Minnesota hockey game when all tickets will be utilized by coaches, players, parents and staff.
3. Should additional tickets remain available (two week prior to the away game) students and season ticket holders may purchase additional tickets above the limited listed in #2 above.

A sign-up sheet will be made available in the Athletic Ticket Office one month prior to the date of the away game in order to determine first come, first serve. This sign-up sheet will only be available for two weeks.

## **ATHLETICS EQUIPMENT ROOM**

- Athletic equipment will be issued to you, the athlete, and is intended for your use only. As an athlete you are responsible to return gear at the recommended time frame. If you do not return gear late fees and charges will be added to your university account.
- Equipment should be returned in the same manner as issued. Do not alter any gear without prior approval from equipment manager. Any alterations will result in a replacement fee.
- All game equipment should be returned inside the issuing bag after each contest. You are also responsible to return all game equipment with bag at the completion of your season. Fines will be assessed if any gear is missing.
- All items (practice or game items) checked out by the athlete must be returned **TO THE ATHLETIC EQUIPMENT FACILITY BY THE ATHLETE** at the completion of the season. You, the athlete, are responsible for the items you checked out with the equipment staff.

## **ATHLETIC LOCKER ROOMS**

- Team locker rooms are only for the use of assigned team members only.
- Equipment manager will assign all locks and lockers. Any personal locks will be removed and not returned.
- **KEEP LOCKERS LOCKED.** Locker rooms may not be locked and visiting teams may use locker rooms during the day. If gear is taken from an unlocked locker you are still responsible.
- Articles left in lockers after completion of the school year (or assigned date) will be disposed of by equipment manager.

## **SUMMER EQUIPMENT POLICY**

According to NCAA bylaws, a student-athlete may retain and use institutional athletic equipment during a summer vacation period. This equipment must be checked out through the equipment manager and brought back to the institution when the athlete returns for all classes. At no time is it considered the student-athlete's property. Therefore, a student-athlete should never sell or give away equipment and the student-athlete is responsible for any lost or stolen equipment. All such equipment has to be returned to the equipment manager in the fall, even when it is no longer considered usable.

Equipment items (which the institution does not plan to utilize in subsequent seasons) may not be given to student-athletes; however, used equipment may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing such equipment. Used equipment (shoes/skates) that are used during the summer must be returned to the equipment manager in the fall.

**ST. CLOUD STATE UNIVERSITY**  
**WEIGHT FACILITIES USE**  
**GUIDELINES**  
308-1255

1. The St. Cloud State University Athletic Weight Facilities, are designated for use by SCSU men and women intercollegiate student-athletes only. Friends are not allowed.
2. The St. Cloud State University Athletic Weight Facilities are gender fair. All student-athletes, regardless of sex, shall be afforded the opportunity to participate in its use in an environment free from discrimination. Student-athletes of either sex shall be equally and effectively accommodated.
3. The use of tobacco is prohibited in the Athletic Weight Facilities.
4. Student-athletes are not permitted to enter either Weight Facility and work out on their own. Either work study students or their individual coach will monitor the Weight Facility during their workout.
5. Under a coaches' supervision, the Weight Facilities may be utilized at times when weight room personnel are not available. The Weight Facility will be locked by the coach upon completion of the workout.
6. Any injuries or emergencies incurred in either Weight Facility will be reported immediately to the Athletic Training Room. Do not treat injuries. The Athletic Training staff will handle all injury treatments and body fluid spills that may occur. **Dial 82597 for the Halenbeck Athletic Training room or 85229 for the NHC Athletic Training room. If the Athletic Training rooms are closed, call Campus Security at 84357.**
7. You must wear proper attire when lifting. No jeans, sandals or bare feet will be allowed. You must wear a shirt.
8. Student-athletes will be required to strip all bars, replace all weights and rack all dumbbells after using the equipment. Any student-athlete not following this procedure will be prohibited from lifting in the Weight Facilities.
9. Use of the Weight Facilities is contingent upon the proper use and orderly upkeep of the facilities by its users.
10. Report any malfunctioning or broken equipment to the attending work study or strength and conditioning staff.

**VARSIY ATHLETIC FORM FOR STUDENT  
ABSENCES FOR DEPARTMENT SPONSORED ACTIVITY**

\_\_\_\_\_  
**STUDENT'S NAME**                      **VARSIY TEAM**                      **DATE**

Because of the nature of intercollegiate athletics, it will be necessary for the above-mentioned student-athlete to miss some classes during this semester.

I am asking for no favors other than for you to allow these young student-athletes to make up any work or tests that they may miss due to intercollegiate competition. While this is a University approved activity, this student-athlete is required to contact you and complete any work missed as a result of this absence.

You will find that these student-athletes are conscientious students and that they want to complete all course assignments.

Schedule of classes to be missed and instructor's signature:

<u>CLASS</u>	<u>TIME</u>	<u>DAYS</u>	<u>*INSTRUCTOR'S SIGNATURE</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

**\*INSTRUCTOR'S SIGNATURE ON THIS FORM MEANS STUDENT WILL BE ALLOWED TO MAKE UP ANY WORK MISSED.**

**ACKNOWLEDGMENT OF EXCEPTION TO  
ST. CLOUD STATE UNIVERSITY  
ATHLETIC TRAVEL POLICY**

\_\_\_\_\_  
Date

This is to confirm that \_\_\_\_\_, a student-athlete on the men's/women's \_\_\_\_\_ team at St. Cloud State University, has elected to travel to and/or return from such athletic event at \_\_\_\_\_ in \_\_\_\_\_, on \_\_\_\_\_, by personal vehicle separate from the team.

University policy requires all student-athletes to travel with his/her team in University provided transportation to all University-sanctioned events. If a student-athlete elects to travel by personal vehicle, then it is understood that such separate travel is undertaken solely at the discretion of the student-athlete and no responsibility for such travel is assumed by MnSCU, St. Cloud State University or its Athletic Department, and that in fact such alleged responsibility is specifically waived by \_\_\_\_\_.

It is further understood that such separate travel will eliminate health and accident benefits under University Athletic and General Liability policies of insurance.

I have read and fully understand this Acknowledgment, and I agree to its terms. I am at least 18 years of age and am signing of my own free will, without duress or coercion.

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

## ATHLETES NEED COMMUNICATION SKILLS

by Hank Flick  
Mississippi State University

The picture appears simple. Intercollegiate athletics will continue to enjoy the support of America's colleges and universities as long as its student-athletes appear educated when they are seen and heard in public.

Unfortunately, this is not always the case. Too many student-athletes appear on the 6 and 10 p.m. news communicating in ways that do not reflect positively on the mission of higher education.

My recommendation is clear. Student-athletes should be provided value-oriented instruction worthy of higher education. Instruction of this type should help student-athletes interviewing skills in the media-education arena. If the university is unwilling to provide such instruction, each athletic department should assume the responsibility as part of its commitment to provide student-athletes a total education.

Despite what some may argue, the primary responsibility of this instruction is more than simply teaching student-athletes to answer in ways that improve the image of their team and university.

Answers, to be sure, are critical. But words alone are not the answer. The underlying issues are logical thinking and value-oriented behavior.

The inclusion of these standards should stress a framework where student-athletes are expected to (1) think and respond in clear, direct and supportive tones and (2) grow in their understanding of the rights and responsibilities of communication in media interviews.

In each question-and-answer session, student-athletes have certain rights. What are some of these rights?

**1. Pause before speaking.** While it is never wise to keep the media waiting for any extended period of time, an athlete has a right to pause before speaking. Practice saying, "I'd like to think for a moment before answering your question." This right also extends to showering, toweling off, getting treatment for an injury or sipping a drink before fielding any questions. Practice saying, "It's been a tough game. If you don't mind, I would like to shower, dry off, get this cut on my arm taken care of and dress before answering any questions. I will be right back. Thank you for understanding."

**2. Don't feel obligated to answer every question.** Not every question can and should be answered. Often, an athlete, for whatever reason, has no answer to a question. Practice saying, "For some reason, I can't come up with an answer to your question." In the face of loaded and unclear situations that fail to provide fair options, the athlete has a right not to answer. Practice saying, "I don't know" or "I don't think I can answer your question" or "I don't understand what you are asking." After telling a reporter that a question cannot be answered, nothing else needs to be said.

**3. Set time limits.** At the outset, an athlete has a right to set time limits for an interview. Practice saying, "I have 15 minutes before I have to be on the bus and leave for the airport."

**4. Be prepared to provide an opening statement.** An athlete has the right to begin every question-and-answer session with an opening comment. This allows for the introduction of important ideas, feelings, and perceptions that the athlete wants understood. Information of this

type sets the tone for the interview. It sets the agenda and previews subjects the media might want to probe. Practice saying, “Before I answer any questions, I would like to say...”

**5. Call reporters by name.** It is a matter of common courtesy to refer to a reporter by his or her name. Such a practice personalizes comments by emphasizing that a relationship exists between the athlete and the reporter. Such a practice is a right, not a responsibility. Many athletes may not know names or feel comfortable in this role.

**6. Not smiling or appearing happy.** After a difficult game or practice, an athlete has a right not to smile and appear happy. No athlete is expected to enjoy talking about a loss, a disappointing performance or not playing. Learning isn’t always a happy task. At the same time, frowns, sarcasm and mean looks never add anything positive to an answer.

**7. Select and employ your own words.** Just because a reporter selects certain words does not mean those same words have to be repeated in an answer. An athlete is never obligated to answer a question using someone else’s words. Athletes have a right to select their own words to explain thoughts and feelings. Unclear, offensive words and negative language should never be repeated or included as part of an answer.

**8. Defer certain questions to other people.** In media interviews, an athlete should never speak for someone else. Certain questions are best answered by other people. In this type of situation, an athlete has a right not to comment on things outside personal experience, knowledge and expertise. Defer all third-party questions to other people. Practice saying, “Maybe you should ask Jimmy that question” or “I wasn’t on the field when that happened; you need to ask someone who was” or “You’ll have to ask coach Jenkin.”

**9. Speak slowly and be yourself.** Many questions can be answered quickly. Still, an athlete has a right to answer questions slowly. At the same time, simple words should be selected for usage. These words should be familiar to both athlete and reporter.

In addition to translating common sense principles into clear messages, the athlete is expected to think and communicate along certain lines. Look upon the following suggestions as communication responsibilities:

**1. Act ethically.** Never lie to a reporter. It is unethical for an athlete to be untruthful with members of the media. An athlete should answer questions honestly. Beyond this, the athlete is under no obligation to volunteer additional information.

**2. Provide short answers.** Short and simple are the best answers. They are easy to quote. Answers with a central theme that is clear can prevent an athlete from rambling for minutes when answers drag on, the likelihood increases of being misquoted, taken out of context or saying something that wasn’t intended for the media. Adhere to the 25-second rule in media interviews. Effective interviewees answer in 60 words or less. They employ language that is clear, direct and constructive--all set to a deadline. Their answers reflect a singular viewpoint and maintain consistent reasoning while avoiding contradictory information.

**3. Say what you mean at the beginning of an answer.** Audiences normally remember the first thing said, not the last. Deductive patterns or arrangements are mandated during media interviews. They are the signature of an effective communicator. Here, key ideas are placed at the beginning of each answer where they appear isolated. Details are presented only when there is need, interest and time. It is wise to speak to a set number of points. Normally, no more than

three points should be stressed during any question. It is important to remember that straightforward questions deserve straight-to-the-point answers.

**4. Avoid jargon.** Effective communicators speak English and not professional sport-ese. Whenever possible, stay conversational. Avoid highly specialized language few people living outside the white lines understand. If jargon is used, stand willing to explain it.

**5. Practice modesty in victory and self-control in defeat.** In victory and defeat, the successful communicator controls emotions and language.

**6. Never speak “off the record.”** This type of statement can be interpreted as an open admission that the athlete is not always open and honest with people. Athletes who attempt to speak in private tones appear as dishonest and manipulative. Besides, there are no such things as “off-the-record” comments. Sooner or later, restricted information will appear in print and become a matter of public record.

**7. Never say, “No comment.”** No comment is a poor answer. This type of statement can create suspicion and mistrust in the minds of the audience. If an athlete has nothing to say, no answer should be forthcoming.

**8. Never joke with a reporter.** While questions may appear funny, answers should always be serious. The tendency to joke or match wits with a reporter is an open invitation to trouble. An athlete never knows how an athlete will appear in print or sound on the evening news.

**9. Keep your cool.** Athletes should never feel intimidated by cameras, bright lights, tape recorders and microphones being pushed into their faces, being interrupted, differences in opinions, offensive language, stupid or accusatorial questions, statements of so-called facts, and reporters leaving in the middle of an answer. They should “keep their cool” when pressure mounts. On a different subject, question-and-answer sessions are not the time to get angry, argue, attack the officials, question a coach, or joke and display humor.

**10. Act professional at all times.** Whenever possible, concentrate on being the “good guy” who is above pettiness and unprofessional behavior. Such a pose builds integrity and enhances credibility in the eyes of the audience. Most audiences are sophisticated enough to recognize rudeness in any form.

**11. Never embarrass a reporter or ridicule a question.** If a question is poorly worded or has been asked before, an athlete should be patient. Practice understanding. Attempt to understand why the question is being asked and answer the best you can. It is never wise to point out the limitations of a question.

**12. Don’t spend too much time talking about a negative comment or a loss.** Negative comments make headlines. Audiences assimilate and remember negative information more accurately than positive information. Whenever possible, share positive accounts and information. Therefore, when the game ends, an athlete should be encouraged to direct attention to (a) communicating the progress made and (b) the job of the team in the coming days. Words will never change the score or alter a game performance. Whenever possible, voice optimism with regard to the future.

**13. Be alert to reporter’s needs.** It’s always a good practice for athletes to look at reporters, measure their response and adjust accordingly. For example, if they appear to be having problems writing down answers, speak more slowly. When reporters shake their heads, frown,

appear frustrated, quickly flip through pages in their notebooks, it might be best to repeat key words to ensure accuracy.

**14. Support teammates and your school.** A professional honors the natural bonds that exist in relationships. They respect and always support their teammates. They remain sensitive and never make negative remarks regarding others' performances. Finally, they never appear on camera wearing another team's letters, logo or colors. It may be an accepted practice, but it's in bad taste. Pride is expected and is demonstrated through the way an athlete speaks and appears in public.

Interviewing skills are essential in a communications age. These skills, displayed by in-house student-athletes, can help shape the image the public has for your athletic department. And as such, they can influence the support you receive from the general public. Athletic departments can and must play a more active role in either teaching or seeing that instruction is provided in the media-education arena.

*Hank Flick is a professor in the department of communications at Mississippi State University.*

# **Athletic Media Relations Department**

Director - **Anne Abicht**

Assistant Directors - **Tom Nelson, Celest Stang**

Athletic Insurance Coordinator/Office Manager - **Terry Tschida**

Office Phone Number Office Fax Number - 320-308-2141 320-308-2099

Athletic Department Web Site - **[www.StCloudState.edu/athletics](http://www.StCloudState.edu/athletics)**

**Who are your Athletic Media Relations Directors?** Simply put, we are responsible for publicizing and promoting all 21 athletic programs and approximately 500 athletes at St. Cloud State University. We are promoters, editors, statisticians, historians, event managers, media liaisons, reporters, policy-makers, researchers, accountants, administrators, teachers and professionals.

**We are Public Relations Specialists:** The staff writes press releases and hometown releases on in-season sports and athletes. We serve as a liaison to the local, Twin City, regional and national sports media. We work to provide our local sports beat writers, radio announcers and television people with positive story ideas that promote the SCSU athletics program, its coaches and athletes. This information is disseminated by fax, e-mail and the athletic web site.

**We are Web Masters:** The AMR staff maintains and updates the SCSU athletic web site on a daily basis. We are also responsible for the design of the athletics site.

**We are Game Management Specialists:** We manage a staff of students and volunteers who work every home athletic event at SCSU. We accommodate our own and visiting media at home games. We compile in-game results and statistics at home sporting events to be distributed to coaches and media immediately following an event. We assist the media in conducting post-game interviews. We arrange weekly interviews between our coaches and athletes, and the local media.

**We are Printing Specialists:** We are desktop publishers. The AMR staff writes, edits and designs athletic department publications, including schedule cards, posters, game programs, media guides, season ticket brochures and special events publications. We maintain photo files on all of our sports. We work closely with local printers to create professional looking, informative, media guides and game programs. We arrange photo shoots for team and individual photos, as well as game action photos.

**Liaisons to National and Conference Associations:** We provide the Northern Sun Intercollegiate Conference (NSIC), Western Collegiate Hockey Association (WCHA) and National Collegiate Athletic Association (NCAA) with statistics, notes and feature materials. This information is published in weekly conference releases, annual league publications and the NCAA News.

**2008-2009 SCHOLASTIC MONTHLY  
DESK PLANNER**

Name \_\_\_\_\_

Address \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ School Phone ( ) \_\_\_\_\_

Social Security # \_\_\_\_\_ School ID # \_\_\_\_\_

**In Case Of Emergency Notify:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_

**Class Schedule**

Class	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

