



Student-Athlete Handbook  
2022-2023

Rights and Responsibilities .....	1
Student-Athlete Code of Conduct.....	2
Student-Athlete Areas of Conduct:.....	2
University Community .....	2
Academic Standing.....	2
Travel as a University Ambassador .....	2
Social Media .....	2
Alcohol and Drug Use.....	3
Violence.....	3
Sexual Assault .....	3
Recruiting .....	3
Hazing.....	3
Sportsmanship .....	4
Overall Behavior.....	4
Notification of Violation.....	4
Processing of Violations .....	4
Sanctions .....	5
Process to Appeal.....	5
UTSA Office of Student Conduct and Community Standards .....	6
Equal Opportunity Services (EOS).....	6
The Tracy Rule.....	7
Academic Responsibilities and Guidelines.....	8
Responsibilities of Student-Athletes.....	8
Academic Support and Services.....	9
Objectives .....	9
Academic Counselors/Academic Monitoring .....	9
NCAA and UTSA Eligibility .....	9
Academic Advising and Physical Registration .....	10
Holds .....	10
Study Hall (and Study Hall Rules).....	10
Tutorial Support/Tutoring Services.....	11
Tutoring Guidelines.....	11
Technology.....	11
Family Educational Rights and Privacy Act .....	11

FERPA by proxy .....	12
Compliance .....	12
Self-Reporting Rules Violations.....	12
Compliance Software .....	13
Financial Aid Policy.....	13
Athletics Scholarship.....	13
Athletics Scholarship Disbursement .....	13
University Charges Not Covered by Athletics Scholarships .....	14
Athletics Scholarship for Summer School .....	14
Post-Eligibility Aid .....	14
NCAA Student Assistance Fund.....	14
Federal Pell Grant .....	15
Additional Financial Aid .....	15
Non-Institutional Financial Aid Benefits Not Permitted by NCAA Rules.....	15
Financial Aid Appeals .....	16
Non-Scholarship Student-Athletes .....	16
Academic Status.....	16
Principle of Amateurism .....	16
Academic Integrity.....	17
Rules Regarding Benefits to Student-Athletes <b>Concept of Extra Benefit</b> .....	17
Definition of Extra Benefit .....	17
Occasional Meals .....	17
Benefits Incidental to Participation .....	17
Miscellaneous Benefits .....	18
Countable Athletic Related Activities (CARA) .....	18
Voluntary Workouts.....	18
UTSA Tobacco Policy .....	19
Recruiting.....	19
Unethical Conduct (NCAA Bylaw 10.1) .....	19
What NCAA Bylaw 10.1 Means .....	20
Sports Wagering.....	20
Agents .....	21
Purpose .....	21
Philosophy.....	21
Applicability.....	21

Who is an Agent? .....	21
Use of Agents .....	21
Complimentary Admissions .....	23
Student-Athlete’s Own Sport .....	23
Important Rules .....	23
Sale of Athletic Items .....	23
Autographs.....	24
Student-Athlete Appearances.....	24
Student-Athlete Employment .....	24
Hosting a Recruit.....	24
General.....	25
Transportation .....	25
Meals.....	25
Entertainment.....	25
Complimentary Admissions .....	26
Overall Conduct .....	26
Social Media Guidelines .....	26
Sports Medicine .....	27
Athletic Trainers.....	27
Domains .....	27
The Role of the Athletic Trainer .....	27
Athletic Training Room Clinic.....	28
Responsibilities for Medical Care.....	28
Services and Procedures .....	29
Rules for Services .....	29
General Athletic Training Room Rules .....	29
Sports Medicine Requirements .....	30
Pre-participation Physical Exam.....	30
Health Insurance .....	30
Emergency Contact Information.....	30
Neurocognitive and Balance Testing .....	30
Sickle Cell Trait Status .....	31
Cardiovascular Testing .....	31
Tryouts .....	31
ADHD Medication Usage.....	31

Rehabilitation Programs .....	31
UTSA Athletics Drug Testing Program.....	32
Substance Abuse Committee .....	32
Drug Education.....	32
Method of Testing.....	33
Selected Types of Drug Testing .....	33
Random Testing .....	33
Reasonable Suspicion Screening .....	33
Notification and Reporting for Collections .....	33
Medical Exceptions .....	34
Positive Test .....	34
Sanctions.....	35
First Violation of the Drug Testing Program: .....	35
Second Policy Violation of the Drug Testing Program: .....	35
Third Policy Violation of the Drug Testing Program: .....	35
Fourth Policy Violation of the Drug Testing Program .....	36
<b>Additional Information - Sanctions</b> .....	36
Additional Information – Counseling and Education.....	36
Notification of Positive Drug Tests and Appeals.....	36
Appeals Process .....	37
Safe Harbor Program .....	37
Voluntary Disclosure .....	37
Roadrunner Leadership and Professional Development Academy .....	38
Background .....	38
Program Vision.....	39
Program Mission .....	39
Programming Components.....	39
Transition Programming .....	39
Roadrunner Excellence and Leadership (REAL) Institute.....	39
Career Development Programming – Roadrunners Ready .....	39
Personal Wellness and Prevention Programming .....	39
Community Engagement: Service Hours .....	39
Tracking Community Service Hours .....	39
Runners Go Bold NIL Education .....	40
Purpose .....	40

Understanding NIL .....	40
Personal Branding and Brand Management.....	40
Financial Literacy.....	40
Business Development and Entrepreneurship .....	40
Awards and Recognition Programs.....	41
Criteria for Varsity Letter Awards .....	41
The Rowdys.....	41
Link to Department of Athletics Staff Directory .....	41

# Rights and Responsibilities

This student-athlete handbook was created to help all student-athletes become aware of the rules, regulations, policies and services that affect you, both as a student and as an athlete. UTSA Department of Athletics intends to set high standards and achieve a level of behavior that reflects positively on the Department, University, and community.

Each coach designates who will become a member of his/her team and being a part of any team for UTSA athletics is a privilege and not a right. By accepting this privilege of team membership, the student-athlete is responsible for appropriate conduct that does not discredit the University, the Department of Athletics, teammates, or self. Sportsmanship and conduct befitting good representation of UTSA is mandatory.

As a student-athlete at UTSA, you are responsible for knowing, understanding and adhering to the information in this handbook. Please note that these are not the only policies that you are responsible for. When you accept admission to UTSA and agree to be a student-athlete, you immediately become responsible for all the rules and regulations in the Student Code of Conduct:

<http://catalog.utsa.edu/informationbulletin/appendices/studentcodeofconduct/>. Whether you live in the UTSA Residence Halls or are just visiting, every student is responsible for the policies in the Resident Handbook: <https://www.utsa.edu/housing/documents/pdfs/housing-handbook.pdf>. All student-athletes are also responsible for all NCAA, C-USA, and team guidelines.



**A STRATEGY TO ACHIEVE EXCELLENCE**



**OUR WINNING VALUES**

- EXCELLENCE**  
We strive for excellence in the classroom, on the field of play, and in our lives.
- INTEGRITY**  
We act with integrity at all times.
- UNITY**  
We are united as Roadrunners. We are a source of pride for the university and our community.

**OUR WINNING VISION**

UTSA Athletics transforms lives as San Antonio's nationally recognized NCAA Division I program.

**OUR WINNING PURPOSE**

UTSA Athletics develops champions in the classroom, in competition and in life, while serving as an integral part of the undergraduate student experience, enhancing the visibility of the university and engaging the community.

# Student-Athlete Code of Conduct

UTSA is a very special institution. We have a tradition of excellence in academics and athletics that current student-athletes will help us to continue and improve. The fact that a student-athlete has chosen UTSA is testimony that they believe in our mission and vision.

The UTSA Student-Athlete Code of Conduct establishes behavioral standards for all student-athletes to meet as a condition of athletics participation. As visible ambassadors of UTSA, student-athletes are expected to uphold the core values of both the University and UTSA Department of Athletics.

In addition to the UTSA Student-Athlete Code of Conduct, each student-athlete shall abide by all city, state, and federal laws and statutes as well as NCAA, C-USA, University, team and sport rules. Further, student-athletes must review and follow the rules and guidelines outlined in the student-athlete handbook and other information and educational materials distributed by UTSA Athletics, which include team rule manuals established by coaches or administrative staff.

UTSA student-athletes are students first, and their participation in intercollegiate athletics derives from their status as a student. Student-athletes benefit by having the opportunity to develop their potential as a skilled athlete; to grow emotionally, socially, and intellectually; to travel and represent UTSA Intercollegiate Athletics; and to continue to grow as a productive team member. UTSA student-athletes are expected to conduct themselves with honesty, pride, sportsmanship and integrity on the playing field as well as off the playing field.

Student-athletes are required annually to review and acknowledge the Student-Athlete Code of Conduct and expectations prior to engaging in any practice activities each academic year as a condition of participation in UTSA Athletics. Athletics participation is a privilege, not a right, and failure to follow all applicable guidelines may result in disciplinary action, dismissal from the team and/or reduction or cancellation of athletics aid agreements.

## Student-Athlete Areas of Conduct:

### ***University Community***

Student-Athletes will be responsible and engaged members of the University community. Student-athletes will strive to represent their team in and outside the classroom, and show respect for all members of the University and the broader community. Student-athletes lead by example. Student-athletes will remember that their own and their team's reputations are at stake when they are participating in intercollegiate competition, attending classes, and socializing with friends and others both in and outside of the University community.

### ***Academic Standing***

Student-athletes will assume full responsibility for their academic progress and achievement. Student-athletes are expected to act with integrity and honesty with all of their academic responsibilities/work. Student-athletes will make every effort to stay in good academic standing at the University. Student-athletes will attend all their classes unless excused for team travel and competition or some other legitimate reason. Student-athletes will seek additional academic help if necessary to improve or maintain their academic standing.

### ***Travel as a University Ambassador***

When traveling for competitions or training as a representative of both UTSA and their team, student-athletes will behave responsibly and portray a positive image of UTSA at all times.

### ***Social Media***

Student-athletes will not author, forward, or post vulgar or offensive notes, texts, photographs, or other content that reflect negatively on them, their team, other individuals, the University, or that conflict with



the spirit or intent of this Code or the UTSA Student Code of Conduct. Whenever possible, student-athletes will discourage others from posting text or photographs that could be deemed unflattering or damaging to themselves, or others' reputations, or the reputations of the team or the University. Student-athletes will acknowledge the need to always be respectful and responsible when using social media.

#### ***Alcohol and Drug Use***

Student-athletes will not consume alcoholic beverages on team trips or athletic events. They will comply with all alcohol and substance policies described in the UTSA Code of Student Conduct and student-athlete drug-testing program. Student-athletes will not use or distribute banned substances, including illegal and "performance enhancing drugs," or take prescription drugs unless a medical professional has prescribed them for them. Violations of UTSA's drug testing program are not dealt with under this Code, yet will follow the sanctions set forth in that program.

#### ***Violence***

Student-athletes will not engage in and will not be tolerant of violent acts, including assaults on persons or property, hate crimes, hazing (addressed more fully below), stalking, sexual violence, or any other conduct prohibited by law or University policy. If a student-athlete witnesses such acts perpetrated by others, they will engage in appropriate bystander intervention, if not in immediate harm. In addition, student-athletes need to report any act that they witness or have knowledge of to their coach or another University authority immediately.

#### ***Sexual Assault***

The UTSA Athletic Department has adopted the Tracy Rule, which states: A current or prospective student-athlete who has been convicted of, pled guilty or no contest to a felony or misdemeanor involving Serious Misconduct, has been found a delinquent in relationship to a juvenile code equivalent, or has been found responsible in an official university or athletic department disciplinary action at any time during enrollment at any collegiate institution (*excluding temporary disciplinary action during an investigation*) due to Serious Misconduct, shall not be eligible for athletically-related financial aid, practice or competition at UTSA. Additionally, all forms of harassment and non-consensual sexual contact are prohibited both by law and UTSA rules, described in more detail in the Student Code of Conduct. Student-athletes need to report any act that they have knowledge of to their coach or another university authority immediately. All concerns/questions regarding sexual assault, sexual harassment, or discrimination can be addressed by contacting the UTSA **Office of Equal Opportunity Services: NPB 5.130 and Phone #: (210) 458-4120.**

#### ***Recruiting***

Student-athletes hosting an athletic recruit or prospect must review the student host guidelines with compliance and comply with all regulations described in those guidelines. Under no circumstances may a recruit be offered alcohol, tobacco products, or drugs, whether legal or illegal.

#### ***Hazing***

Student-athletes will not participate in hazing of any sort. Such acts, either in connection with a University athletic team, participation in an informal or formal team activity, or for any other reason, are strictly prohibited. Student-athletes will refrain from any act, whether physical, mental, emotional, or psychological, that subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate another person. Such acts may include, but are not limited to: forcing, requiring, or pressuring others to consume alcohol or any other substance; forcing, requiring, or pressuring others to involuntarily perform physical activities, tattoo/pierce, or shave any part of the body; forcing, requiring, or pressuring others to take part in an illegal or indecent activity; disturbing others during normal sleeping hours; or physically abusing others in any way.

### **Sportsmanship**

UTSA and Conference USA place great importance on the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. To earn the privilege of UTSA's athletics programs, administrators, coaches and student-athletes must conduct themselves as positive role models who exemplify good character and in a manner consistent with the following principles preceding, during, and following athletic events, such as: exhibiting respect and courtesy toward all participants, including the coaches, student-athletes and officials; exercising restraint in their actions, both physical and verbal, toward other participants; commenting about other institutions, coaches and student-athletes only in a positive manner; refraining from making public comments critical of officials or the quality of their work.

### **Overall Behavior**

Student-athletes need to acknowledge that it is an honor to participate in the proud tradition of intercollegiate athletics at UTSA. Student-athletes should exercise good judgment and conduct themselves with honesty, integrity, and respect for others at all times. Student-athletes are expected to experience personal growth, academic achievement, and athletic success. Student-athletes should appreciate the opportunity to represent UTSA as a proud Roadrunner and treat it as a privilege, not a right.

Student-athletes are always responsible for their own behavior and for reading, understanding, and abiding by all the policies applicable to them, including but not limited to the UTSA Student Code of Conduct, Student-Athlete Handbook, Resident Handbook, NCAA Legislation, Conference USA Rules, Team Rules, etc.

### Notification of Violation

The offending student-athlete shall immediately notify his/her head coach of any violation of the UTSA Student-Athlete Code of Conduct, or State of Texas and Federal civil and criminal laws in which "police" (e.g., School Officials, San Antonio PD, UTSA Police, etc.) were involved. This notification requirement also includes any other behavior that could be considered inappropriate, reckless, inciting, or malicious and which may bring embarrassment to the team, the Department of Athletics, or the campus community. For all intent and purposes, immediately equals within 12 hours or first available opportunity due to circumstances outside of one's control. Noncompliance with this requirement may result in additional sanctions.

The Head Coach shall then immediately, within 12 hours, notify the Director of Intercollegiate Athletics or Sports Supervisor, who then in turn will notify the Director of Athletics of the violation. The Director of Intercollegiate Athletics may notify the President.

### Processing of Violations

The Vice President of Intercollegiate Athletics/Director of Athletics will appoint members of the athletic department's senior administrative staff as well as other university administrative staff to serve on the Athletics Conduct Committee (ACC). The ACC is chaired by the SWA and she will organize all meetings and facilitate all written documentation. A minimum of three members of the committee are needed to make decisions on all violations and hearings. Additional department staff could be designated as ex-officio members of the ACC for advisement purposes.

A student-athlete who is involved with any law enforcement agency, violates UTSA student code of conduct and/or is cited, arrested or receives a deferral by any law enforcement agency may be placed on indefinite suspension and have their case brought before the ACC. Indefinite suspension removes the student-athlete from practice and competition during the investigative stage of the violation.

Citations and arrests for crimes that are misdemeanors under Federal or State law shall be referred to the ACC to determine appropriate corrective action.

Citations and/or arrests for crimes that are felonies under Federal or State law will require the student-athlete to complete the entire judicial process before any final decisions are made by the ACC.

The ACC will review the case and determine an appropriate corrective action for the conduct that was in violation of UTSA's Student Code and/or led to the citation, deferral or arrest. The student-athlete has the right or may be asked to present a written statement and/or appear in-person before the Committee.

The decision by the ACC will be emailed in letterform to the involved parties and deemed final as of the date of email. In addition, every effort will be made to get the student-athlete the letter in-person.

Sanctions that may be implemented by the ACC are separate from those that may be imposed by other regulatory or legal authorities. Sanctions imposed under the UTSA Student Conduct office, for behavior that constitutes a violation of Student Code of Conduct does not prohibit additional sanctions from being imposed by the ACC. Yet, additional sanctions may be taken into consideration when punishment is being considered pursuant to this Student-Athlete Code of Conduct.

## Sanctions

Violations of the Student-Athlete Code of Conduct, on or off campus, could result either in one or in more of the following sanctions:

Counseling

Education

Suspension from team activities

Suspension from the athletic team

Dismissal from the athletic team

Loss or reduction of athletics aid/scholarship

Other action as determined appropriate by the head coach of the student-athlete's sport, ACC, or by the VP of Intercollegiate Athletics.

The Department of Athletics' philosophy regarding the use of sanctions is based on education, student-athlete well-being, and safety. It focuses on the growth and development of student-athletes' potential through the encouragement of personal responsibility and accountability.

## Process to Appeal

If a student is suspended or dismissed from participation by the Athletics' Conduct Committee, he/she has a right to appeal.

- The student-athlete must notify the VP for Intercollegiate Athletics, in writing, of his or her intent to appeal within seven (7) calendar days of the suspension or dismissal. Upon receipt of the appeal request, the VP for Intercollegiate Athletics shall schedule a hearing before an Appeal's Committee consisting of the Faculty Athletics Representative (FAR), the VP of Athletics (or his/her designee) and a representative of the Student Athlete Advisory Committee's (SAAC) Executive Board. The student representative shall not be from the same sports team as the student making the appeal. The hearing shall occur within fourteen (14) calendar days of the request.
- The student-athlete will receive written notification of the time, date, and location of the hearing as well as the reasons for his or her suspension or dismissal. This notification will be provided to the student at least three (3) calendar days prior to the hearing. The Appeal's Committee will be provided the same documentation reviewed by the ACC that determined the sanction and may consider extenuating circumstances that may not have been considered at the ACC hearing.
- The student-athlete shall have the right to have an advisor appear with him/her at the hearing. The advisor may not speak on the student-athlete's behalf or represent the student-athlete by any means, as these are not legal proceedings.
- The Appeal's Committee will, after deliberation, issue a final decision in writing no later than seven (7) calendar days after the appeal hearing. A copy of the final decision shall be emailed in letterform to all parties and the mail date shall be the effective date of the decision.

# UTSA Office of Student Conduct and Community Standards

The office of Student Conduct and Community Standards creates an environment that strives to ensure a fair and objective process that upholds the high behavioral and academic standards articulated in the *UTSA Student Code of Conduct*. Student Conduct and Community Standards encourages students to actively participate in the full university experience including the intentional transformation of their decision-making patterns through engagement, personal development, interpersonal development, and community membership.

It is very important that you make sure that you check your email on a regular basis and if you ever receive an inquiry letter from the Student Conduct Office, the procedures need to be followed. There will be two meetings automatically and sanctions are based off an EPIC Journey learning technique. The Department of Athletics has advisors that can help you through this process. For more information, reach out to your academic advisor or the Student-Athlete Affairs staff.

## Equal Opportunity Services (EOS)



UTSA is a campus where you are welcome to bring your culture, the many layers of your cultural identity, to the community which promotes respect, improves morale, and creates an environment where students, staff and faculty can thrive.

Acquiring additional knowledge and tools for engagement, improves one's ability to engage with people across similarities, acclimate across differences, more specifically cultures, thus moving UTSA down the path of Inclusive Excellence.

UTSA is committed to provide equal employment and educational opportunities for all qualified persons without regard to race, color, national origin, religion, sex, age, veteran status, disability or sexual orientation. UTSA is further committed to hire the best-qualified person to fill each available position and reward each employee based on his or her job performance. UTSA will ensure that all personnel and academic actions be administered without regard to race, color, national origin, religion, sex, age, veteran status, disability or sexual orientation.

EOS actively promotes affirmative action, equal employment and educational opportunities for students, faculty, staff and visitors by providing these services:

- Investigates discrimination and sexual harassment cases
- Training
- Administrates the University's Affirmative Action Plan

- Partners with other campus and community organizations
- Information and Referral Service
- Faculty Recruitment

UTSA’s Director of EOS and Title IX Coordinator is Suzanne Patrick, [Suzanne.Patrick@utsa.edu](mailto:Suzanne.Patrick@utsa.edu).

The EOS office is located in NPB 4.440 and their phone # is 210.458.4120. Website: [Home | Equal Opportunity Services and Title IX Office | UTSA | University of Texas at San Antonio](#)

**To Report an incident, please go to: [File a Report | Equal Opportunity Services and Title IX Office | UTSA | University of Texas at San Antonio](#)**

### The Tracy Rule

A current or prospective<sup>1</sup> student-athlete who has been convicted of, pleaded guilty or no contest to a felony or misdemeanor involving Serious Misconduct, has been found a delinquent in relationship to a juvenile code equivalent, or has been disciplined by the university or athletic department at any time during enrollment at any collegiate institution (*excluding temporary disciplinary action during an investigation*) due to Serious Misconduct shall not be eligible for athletically-related financial aid, practice or competition at The University of Texas at San Antonio (“UTSA”). UTSA shall require all current and prospective student-athletes to complete the UTSA Minimum Expectations for Due Diligence Inquiries questionnaire regarding Serious Misconduct and if warranted, conduct an appropriate inquiry prior to providing athletically-related financial aid to a current or prospective student-athlete or allowing them to participate as a part of UTSA Department of Intercollegiate Athletics. Additionally, each prospective student-athlete, who is transferring to UTSA from another collegiate institution, is required to have their current school’s Title IX Coordinator, as well as any previous collegiate institution(s) that the student-athlete attended, complete an additional question on the UTSA Minimum Expectations for Due Diligence Inquiries questionnaire regarding whether or not the prospective student-athlete was a respondent in any matter and if they were found responsible. The completed additional question will have to be accompanied by the signature of the Title IX Coordinator. All completed UTSA Minimum Expectations for Due Diligence Inquiries questionnaires must be sent to The UTSA Athletic Compliance Office.

For purposes of this provision, “**Serious Misconduct**” is defined as any act of incest, rape, sexual assault, sexual violence, domestic violence, dating violence, stalking, sexual exploitation<sup>2</sup>, hate crime, murder, manslaughter, aggravated assault or any assault that employs the use of a deadly weapon or causes serious bodily injury. Serious Misconduct includes any equivalent violation of the student code including but not limited to sexual misconduct, as defined in HOP 9.24<sup>3</sup>, including sexual harassment, sexual violence, sexual assault, stalking, domestic violence and/or dating violence. Serious Misconduct would also include any other felony or misdemeanor considered equivalent to those listed above in any jurisdiction where current or prospective student-athlete was convicted or pleaded guilty or no-contest.

A current or prospective student-athlete or their representative may request a waiver from The Tracy Rule by submitting their written request to the UTSA Tracy Rule Review Panel, defined below. A waiver will be granted when:

- (1) A panel from UTSA consisting of the University’s Title IX Coordinator or designee, Director for Student Conduct and Community Standards or designee, Faculty Athletics Representative, Athletic Executive Staff Member, and Senior Woman Administrator

---

<sup>1</sup> Prospective student-athletes include but are not limited to high school student-athletes and transfer student-athletes.

<sup>2</sup> Sexual Exploitation includes but is not limited to sharing or distributing sexually explicit images of a person without that person’s consent.

<sup>3</sup> HOP 9.24 refers to the general provision of Sexual Harassment and Sexual Misconduct found in UTSA’s Handbook of Operating Procedures.

- (“**The Tracy Rule Review Panel**”) with counsel from the Office of Legal Affairs, following a review of the pertinent facts and written waiver request, concludes that compelling exceptional circumstances exist for a waiver of The Tracy Rule;
- (2) The Tracy Rule Review Panel submits a written report to the University President and the Vice President for Intercollegiate Athletics (**VP for Athletics**) that describes the basis for its conclusion; and
  - (3) Both the President and The VP for Athletics review and approve The Tracy Rule Review Panel’s report granting a waiver from The Tracy Rule.

A UTSA Tracy Rule Advisory Committee will provide advisory opinions (*as requested*) on the application of The Tracy Rule to assist in the consideration of a current or prospective student-athlete’s unique case. The Tracy Rule Advisory Committee, appointed by the President, shall include one person who is knowledgeable of trauma as it relates to survivors of Serious Misconduct (*e.g.*, Director and Prevention Coordinator, University Counselor, etc.).

## Academic Responsibilities and Guidelines

### Responsibilities of Student-Athletes

- When you accepted the opportunity to be a student-athlete at UTSA, you agreed to take on the responsibility of handling the time and effort required to be both a scholar and an NCAA Division I athlete.
- At no time shall your participation in athletics be considered an extenuating circumstance upon which to base a request for an incomplete grade. Late administration of an examination or late submission of required work can only be requested based the provisions of UTSA’s Excused Absence policy.
- Never ask a coach to contact any member of the faculty for the purpose of discussing your academic performance. If it should ever become necessary for the Athletics Department to contact your instructor, your academic coordinator or the Senior Associate Athletic Director for Academics must initiate the contact. Keep in mind that the Athletics Department must never request “special consideration” for a student-athlete regarding grades. Also, professors are not allowed to grant you any special permissions due to your status as a student-athlete.
- As a student-athlete, you are expected at all times to exhibit self-discipline in study habits and to attend all classes except when traveling and competing during your championship season. All student-athletes are expected to complete all of your academic responsibilities with the highest degree of academic integrity.
- Per UTSA policy, any absence due to athletic competition/travel for athletic competition is deemed an excused absence. The process is as followed: At the beginning of each semester, you must contact the instructor of any class that you will miss due to athletic competition and provide them with an Excused Absence Letter prepared by the Student Athlete Academic Services staff. You should ask your instructor for his/her permission to be excused from class for the purpose of athletic program participation, and submit required work or take scheduled examinations at another time if the scheduled date of such activities conflict with athletic participation.
- When practice schedules conflict with class schedules, you are required to attend class. It is against NCAA rules for a student-athlete to miss class to attend practice. Student-athletes are also not permitted to miss class for off-season competition or any other off-season activities.

# Academic Support and Services

## Objectives

The office of Student-Athlete Academic Services monitors the progress of UTSA student-athletes. From the recruiting stage through graduation and/or the end of your time as a student-athlete the office provides counseling, guidance, and additional services to more than 350 student-athletes each year.

The University makes a sincere commitment to all student-athletes for their educational goals and graduation. If it involves academics for the UTSA student-athlete, it involves the office of Student-Athlete Academic Services. No matter what the academic issue is, the Athletics Academic Center is always available to help.

To fulfill this promise, Athletics Academic Center has four major objectives:

- To assist every student-athlete in graduating ;
- To protect the academic integrity of the University;
- To comply with all rules, regulations, and procedures of the University and the NCAA
- To promote the athletic eligibility of all student-athletes.

## Academic Counselors/Academic Monitoring

Every student-athlete works individually with one of our athletic academic coordinators who are here to help you with all your academic needs. Your academic coordinator plays an important role in your life as a UTSA student-athlete.

Your academic counselor will help you:

- Enroll in The University of Texas at San Antonio;
- Register for classes and add/drop courses;
- Interpret and clarify eligibility rules;
- Establish an academic major and help set academic goals;
- Monitor your academic progress;
- Acclimate to University life;
- Overcome academic barriers;
- Learn to use University resources;
- Arrange for tutors.
- Provide a space for studying, this includes but is not limited to mandatory study hall
- Communicate with coaches on academic progress

## NCAA and UTSA Eligibility

- Student athletes must pass a minimum of six (6) hours each semester to be eligible for the next semester;
- Baseball student-athletes must pass six (6) hours in the spring semester in order to be eligible for the following spring;
- Football student-athletes must pass nine (9) hours during the fall semester in order to be eligible for the first four games the following fall;
- Over the course of the fall and spring semesters, a student-athlete must pass eighteen (18) hours to be eligible for the following semester;
- In a student-athlete's first year of college, he or she must pass twenty-four (24) hours to be eligible for his or her second year of school.

- At the start of a student-athlete's fifth full time semester, he or she has to be in a designated degree program and meet a minimum of 40% of that program.
- At the start of a student-athlete's seventh full time semester, he or she must meet at least 60% of the designated program.
- At the start of a student-athlete's ninth full time semester, he or she must meet at least 80% of the designated program.
- UTSA requires all students to maintain a 2.0 GPA or higher. If a student's cumulative GPA drops below a 2.0, he or she will be on probation and will have to earn a GPA above a 2.0 the following semester or be dismissed from school.

### Academic Advising and Physical Registration

As a student-athlete, a hold will be placed on your student account. This hold prevents student athletes from dropping and adding classes for as the duration of your time as a student-athlete. If class changes need to be made, these will all go through your athletic academic coordinator due to NCAA eligibility requirements.

For registration and enrollment, student Athletes are required to meet their major advisors with the same frequency of all students on campus, this traditionally means once every semester.

After the advising meeting, the student athlete will meet with their Academic Coordinator to select the appropriate classes and sections for that semester.

These decisions will be made in order to minimize conflicts between academic and athletic responsibilities. When possible, classes will be taken that do not conflict with practice. In the event that the only time a class can be taken is in direct conflict with practice times the student athlete and Academic Coordinator will see if it is possible to move that class to another semester or summer session and replace it with another suitable course. When classes and practices conflict and it is not possible to move the class to another semester or summer session, the academic coordinator, student -athlete, and coach will discuss all available options and will come up with a plan of action.

### Hold

There are several holds that can appear on a student's account that prevent registration. Academic Coordinators cannot override the majority of these holds. Academic Counselors can override the athletic hold in most circumstances yet .no other holds may be overridden and must be addressed by the student with the office that has placed the hold on their account.

### Study Hall (and Study Hall Rules)

If you are a freshman or transfer student-athlete, you will participate in study hall. Its purpose is to help you adjust to the study demands of The University of Texas at San Antonio and learn how to handle the extra time commitments involved in being a student-athlete. After your first year, your academic plan will be individualized, depending on what works best for you as agreed upon by you, your academic counselor, and your coach.

Study Hall is open to student-athletes Monday thru Thursday from 8:00 am – 8:00 pm and Friday from 8:00 am – 12:00 pm. An Academic Coordinator or other staff member is on duty at all times to answer questions and provide help when needed. Students are checked for attendance and are monitored for productivity.

Study Hall Rules include but are not limited to:

- A quiet and respectful study environment is expected at all times.
- No tobacco products are allowed in the Athletics Academic Center (we are a tobacco-free campus)



- You are only allowed to sign yourself in and out of study hall.
- All academic work and studying will be done with academic integrity
- This time is not for socializing, it is for studying!

## Tutorial Support/Tutoring Services

Tutoring services are available to all student-athletes at no charge through partnership with the Tomas Rivera Center. Though some tutoring is done in small groups, most is done individually. This service is available to all student-athletes of any academic class level. It is the responsibility of the student-athlete to be prompt and not miss sessions, as well as to be prepared (e.g., bring necessary materials; read and attempt homework prior to the session). All tutoring occurs either in the RACE or Tomas Riviera Center

### ***Tutoring Guidelines***

- To arrange for a tutor, see your Athletics Academic Coordinator
- Tutors may help with or evaluate your work, but they will not do your work.
- Come to the session prepared and with materials to use the time well.
- Follow the tutor's suggestions.
- Tutors are not allowed to do your typing.
- Allow several days for your tutoring appointment to be set up. You will receive an email to your UTSA email account with your tutoring appointment day and times – keep checking your email frequently.
- Always keep appointments and be on time — any appointment missed without giving 24 -hours' notice will be reported to your athletic academic coordinator and coaching staff.
- Socializing with and/or dating tutors is strictly prohibited.
- You may not call or email your tutors or mentors directly. Socializing/use of social media is strictly prohibited between student-athletes and their tutors or mentors.
- Tutoring is for the entirety of the semester, not on an as-needed basis. You are expected to attend every session.

## Technology

We understand that technology is advancing at a rapid pace. With this said, certain apps, such as GroupMe can be used in classes in a way that is in violation of the UTSA Student Code of Conduct. Read your syllabi carefully and know if a professor has an opinion about apps such as this that allow you to share information with your classmates. It might be in your best interest to not be a member of these groups. In addition, online exams do not mean group exams. If you are caught taking a test with another student, this will be reported to your professor and to the Student Conduct office.

## Family Educational Rights and Privacy Act

The University of Texas at San Antonio maintains the privacy of student education records and allows students the right to inspect their education records as stated in the University's Student Education Records policy, consistent with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA). The entire text of the University's policy is located in the Registrar's Office. A summary also appears in the current edition of the student guidebook. Additional information regarding FERPA is also available on the Registrar's Website, <http://utsa.edu/registrar/FERPA/index.html>.

Faculty and staff who request access to student academic records in order to execute their normal duties must first review the information found on the FERPA website and complete the tutorial before access will be granted. Students wishing to review or seeking to amend their education records should submit a written request to the University office in which the record is maintained.

At the discretion of University officials, UTSA may release certain information classified as directory information unless the student requests that such information not be released. Students wishing to restrict the release of directory information may do so by completing the appropriate form provided by the Registrar's Office in Johnathan Peace Library. Such requests remain in effect for the academic year. Students wishing only to have their information withheld from the online UTSA Student Directory should contact the Registrar's Office at (210) 458-7070.

### ***FERPA by proxy***

While FERPA prohibits Financial Aid, Registrar, Fiscal Services, and many other UTSA departments from releasing any specific student education information without the student's written permission parents, guardians, spouses, etc., can gain access to the student's education records, including account information if the student has granted authorization through a FERPA/Proxy account in ASAP.

## Compliance

### Self-Reporting Rules Violations

A principal aspect of NCAA compliance is the self-reporting of NCAA rules violations. It is virtually impossible at some point to not inadvertently violate an NCAA regulation. Self-reporting these violations reflects a solid program of institutional control. Secondary or Level III violations result in minor, if any, penalties, especially if they are infrequent and correctable. Therefore, coaches and athletics staff should take a proactive stance in reporting such violations. Major (Level I or Level II) violations result in penalties that are more serious and must be reported immediately, as well.

Immediate awareness of potential or alleged violations provides an opportunity for the department to correct the situation before it develops into a major infraction. Immediate awareness also identifies areas that can be addressed in departmental policy and/or rules education programs. Unidentified problems, on the other hand, cannot be corrected.

- Failure to report secondary violations or repeated secondary violations can add up to a major violation.
- Failure to report knowledge of or suspicion of an NCAA violation may result in reprimand, suspension or termination of employment.
- Failure to comply with NCAA rules will result in reprimand, suspension or termination of employment.

All individuals involved with athletics are expected to understand NCAA rules, follow the rules and immediately report any known or suspected violation of the rules by themselves or another individual or individuals to the Sr. Associate Athletics Director-Compliance, Director of Athletics, or the Faculty Athletics Representative. A coach or staff member's failure to report known violations will result in much harsher penalties than if an inadvertent violation occurs and is reported immediately. If a person wishes to remain anonymous in reporting a potential violation, the UTSA Hotline is available. Anonymous reports can be made by visiting the UTSA Compliance Hotline at [www.utsa.edu/Compliance/Hotline.html](http://www.utsa.edu/Compliance/Hotline.html) or by calling 210-458-5365.

Depending on the nature of the alleged violation, the Associate Athletics Director-Compliance will initiate an objective and thorough investigation. Many Level III violations require minimal investigation and will be reported through the appropriate NCAA channels in a timely manner if it is determined that a violation occurred. The Director of Athletics and the Faculty Athletic Representative will receive regular updates on all reported Level III violations. If the potential or alleged violations are Level II or Level I in nature, the Director of Athletics, the Faculty Athletics Representative, and the Office of Institutional Compliance will be consulted prior to initiating an investigation.

Should a notice of alleged violations be initiated by the NCAA Enforcement staff, the Department of Athletics, University staff, student-athletes and any representatives of athletics interest who may be involved or called on are expected to cooperate fully with investigators. When appropriate, the University will conduct its own investigation simultaneously and will turn in all pertinent findings to NCAA or conference (if applicable) investigators. Any Notice of Allegations received from the NCAA will be brought to the immediate attention of the University President.

### Compliance Software

The UTSA Athletics Department has implemented Front Rush as its recruiting software. Coaches are required to enter all prospects into Front Rush. Additionally, coaches must record all phone calls, contacts and evaluations in Front Rush. The activity log will be monitored by the Compliance Office to ensure compliance with NCAA bylaws. All recruiting activities are to be entered monthly into Front Rush and the compliance office will audit these activities on the first of every month.

### Financial Aid Policy

It is the policy of the Department of Athletics to make athletic financial aid available in all sports governed by the department. The determination as to which student-athletes will receive recommendations for athletic financial aid will be the responsibility of the head coach.

All athletic financial aid will be awarded in accordance with NCAA, and University rules and regulations. Athletic financial aid can only be awarded, graduated or canceled by the Office of Student Financial Aid upon the recommendation of the Department of Athletics. Any merit, private or federal scholarships or grants received by a student-athlete must conform to NCAA restrictions. All student-athletes are encouraged to apply for need-based student-athlete assistance (e.g. Pell Grants, Stafford Loans).

#### ***Athletics Scholarship***

One form of financial assistance that is not need-based is an athletics scholarship. According to NCAA regulations, the number of athletics scholarships that may be appropriated to each sport is limited. A full scholarship, as defined by NCAA financial aid legislation, covers tuition and fees, room and board, and the use of required course-related books. Coaches in equivalency sports will often divide a number of full scholarships between several team members. An athletics scholarship may be awarded for a maximum period of one academic year and is subject to renewal each year.

An athletics scholarship may be reduced or canceled immediately for the following reasons

- if the student-athlete is rendered ineligible for intercollegiate competition
- if the student-athlete intentionally provides fraudulent information on an admission application, letter of intent, financial aid agreement, or eligibility questionnaire
- if the student-athlete engages in serious misconduct warranting substantial disciplinary penalty
- if the student-athlete voluntarily withdraws from a team

Notifications of reduction or cancellation of athletics scholarships must be received by the student-athlete before July 1 of each year. The student-athlete has the opportunity to appeal this decision to the Office of Financial Aid. Any time an athletics scholarship is cancelled or reduced, the student-athlete will be notified of the right to appeal and the process to follow for such an appeal.

#### ***Athletics Scholarship Disbursement***

A student-athlete on full or partial scholarship may receive some or all of the following scholarship benefits:

**Tuition:** Paid directly to the University

**Required Fees:** Paid directly to the University

**Books:** Required textbooks and materials are provided to student-athletes, in accordance with their financial aid agreements.

**Room and Board:** On-campus housing is paid directly to the Office of Housing and Residence Life. Stipends for off-campus student-athletes for room and board are paid in installments.

#### ***University Charges Not Covered by Athletics Scholarships***

Charges that may not be paid by your athletics scholarship include:

- University application fees or deposits;
- Library fines;
- Vehicle registration fee, parking fines, traffic fines;
- Fines for damage to University property, including your dorm room;
- Replacement of your student ID card;
- Replacement fees for a lost residence hall key;
- Replacement fees for loss of issued athletics equipment;
- “Consumable University charges,” which can be anything from lab fees for breakage to non-required field trips

#### ***Athletics Scholarship for Summer School***

Summer financial aid for student-athletes is a privilege and not a right. The primary intent of summer school is NOT to help a student-athlete retain eligibility but to assist the student-athlete to graduate. If a student-athlete needs summer school because he or she has failed or withdrawn from classes in which he/she has previously been enrolled, that student-athlete may be responsible for paying for summer classes and their athletics aid request may be denied. Consequently, decisions for the awarding of such aid will be based on available funds and previous academic performance. Student-athletes must have received financial aid during the regular academic year, and student-athletes must be in good standing with the team relative to team rules and conduct to be eligible for summer athletics aid.

Summer aid, when available, is provided for tuition and fees only; room and board is provided at the discretion of the Head Coach and pending funding.

To request summer athletics scholarship:

- The student-athlete obtains the summer school application from their Athletics Academic Advisor;
- The student-athlete submits a completed degree plan signed by the academic advisor;
- The student-athlete will submit a completed application with all necessary forms to their Athletics Academic Advisor prior to the May deadline.

#### ***Post-Eligibility Aid***

Your primary goal while at The University of Texas at San Antonio is to receive a degree. The Athletics Department is committed to helping all student-athletes complete their degrees. If you have not graduated by the time you have completed your eligibility, The University of Texas at San Antonio works to assist you with financing the remainder of your education in accordance with NCAA regulations. Such assistance must be recommended by your head coach and Sport Supervisor. This assistance is not automatic. If, based on your record, the Athletics Director feels that you should continue to receive aid; the University of Texas at San Antonio makes every effort to provide you with assistance.

#### ***NCAA Student Assistance Fund***

The NCAA provides a fund to assist student-athletes with special financial needs. You may be eligible to receive money from the NCAA Special Assistance Fund if you are:

- A Pell Grant recipient.
- A student-athlete who receives athletically related financial aid and has a demonstrated financial need.

- A foreign student-athlete who demonstrates a financial need. The International Office must certify in writing that you have sufficient need.

If you are eligible to receive money from the NCAA Student Assistance Fund, you may use the funds for:

- Apparel
- Supplies for academic courses (general school supplies such as notebooks and pens) and rental of equipment (such as cameras) that are required for all students enrolled in a particular course.
- Medical and dental treatment not paid by other insurance coverage, such as premiums for optional medical insurance, hearing aids, vision therapy, or psychological counseling.
- Travel and other costs specifically due to family emergencies.

If you think you are eligible to receive this assistance, contact the Athletics Compliance Office. Student-athletes who show unmet financial need may qualify for funds from the NCAA Special Assistance Fund. The Assistant Athletic Director for Compliance, has application materials and information regarding permissible uses for the Special Assistance Fund.

#### ***Federal Pell Grant***

The Federal Pell Grant program is made available by the federal government with cooperation between the University and the U.S. Department of Education. Eligibility is determined with the filing of the Free Application for Federal Student Aid (FAFSA). An applicant must be a U.S. citizen or permanent resident. A student-athlete may receive a full Pell Grant in combination with other sources of financial aid that are awarded.

#### ***Additional Financial Aid***

Various kinds of financial aid opportunities are available for students, both from within the University and from outside sources. The Office of Financial Aid can help outline what federal and University aid programs may be available and can suggest possible outside sources of education funding.

All outside and institutional funding must comply with Conference USA and NCAA rules and regulations. Any additional financial assistance you receive may be required to count towards team scholarship limitations as established by the NCAA, so be sure to contact the Athletics Financial Aid Coordinator at the Office of Financial Aid at 210-458-4554.

#### ***Non-Institutional Financial Aid Benefits Not Permitted by NCAA Rules***

Accepting extra benefits, knowingly or not, is a serious violation of NCAA rules. You could lose your eligibility, your scholarship, and your right to compete in intercollegiate athletics if you accept extra benefits from any source.

Examples of extra benefits include but are not limited to:

- Gifts or loans of clothing, audio or video equipment, food, and beverages;
- Transportation;
- Use of an automobile or cellular phone;
- Low interest or interest-free loans, telephone cards, credit cards, charge accounts, etc.;
- Exceeding the allotted number of complimentary admissions;
- Cash, tangible items, free/discounted services in exchange for selling complimentary admissions, awards, or equipment that you received from UTSA;
- Special discounts on products or services;
- Special payment arrangements on personal purchases;
- Material benefits that are not available to the general student body.

Student-athletes are only allowed to receive benefits that also are offered to the general student population. Be extremely careful of “free” or “special” benefits that you may be offered. Even a small benefit can put your eligibility in jeopardy. If any of these items or services have been offered to you by someone other than a family member, notify the compliance department immediately. If you have any questions about whether something might be considered an extra benefit, ask your coach or the compliance staff.

### ***Financial Aid Appeals***

A student-athlete whose athletic grant-in-aid would be affected by a sanction imposed by the Athletics Director, or whose annual athletics aid has been cancelled or reduced, may request for appeal from these sanctions. The appeal must be made, in writing, to the financial aid office (scholarship office) within ten (10) business days of the student-athlete’s receipt of the notice of sanctions. The appeal letter must explain the grounds for the appeal (e.g., new information, due process issue, abuse of discretion). Such appeals will be heard by an Appeals Committee that is led by the Faculty Athletics Representative.

Upon receipt of the request for appeal, the Faculty Athletics Representative will assemble the Appeals Committee within ten (10) working days. The Committee will conduct its investigation by hearing details of the case from the Athletics Director (or designee) the Head Coach, and the student-athlete. The student-athlete will be given the opportunity to make an oral and/or written statement about the circumstances and why he or she feels reinstatement is warranted. A personal adviser may accompany the student-athlete. This advisor must be a member of the University community (e.g. student, faculty, or staff), and may play no other role in the hearing (e.g. as witness), and may not speak or otherwise represent their advisees in the hearing. The Appeals Committee will have the opportunity to review other relevant information, including information from public authorities, court records, law enforcement officers, University officers and agencies, and other persons.

Having gathered information about the case, the Appeals Committee will meet privately to discuss the case. In reviewing the case for reinstatement, the Appeals Committee may consider all the circumstances, including the nature of the offense, any aggravating or mitigating circumstances, and any previous violations of the Student-Athlete Code of Conduct, the extent of the student’s cooperation and acceptance of responsibility, and the conduct of the student since the offense. The Appeals Committee must meet and render a decision concerning the sanctions imposed within five (5) business days.

### ***Non-Scholarship Student-Athletes***

Once enrolled at UTSA and after receiving permission to try out for the team, you must complete all required NCAA/Conference USA) paperwork. Non-scholarship student-athletes must meet the same academic, athletic, and behavioral standards as scholarship student-athletes.

Before participating in any practice or competition, you must also undergo a physical evaluation and receive academic clearance. Your medical history is compiled and reviewed at this time.

Walk-ons are responsible for paying for their own physical exam.

### **Academic Status**

To be eligible to represent an institution in intercollegiate athletics competition a student-athlete shall be in good academic standing and maintain progress toward a baccalaureate or equivalent degree. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the baccalaureate program. In addition, a student may represent the institution while enrolled as a graduate or professional student or while enrolled and seeking a second baccalaureate degree at the same institution.

### **Principle of Amateurism**

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

professional and commercial enterprises.

## Academic Integrity

It is expected that University students will demonstrate a high level of maturity, self-direction and ability to manage their own affairs. Students are viewed as individuals who possess the qualities of worth, dignity and the capacity for self-direction in personal behavior. However, in the interest of other students and the University in maintaining these standards, the University reserves the rights, through due process, to place on probation, suspend or dismiss any student who violates academic integrity and regulations by providing false or misleading or incomplete information to the University, by falsification of University records, by plagiarism, by classroom misdemeanor, or by academic dishonesty. Students are expected to obey federal, state, and local laws as well as the regulations of the University. Should it become necessary to initiate disciplinary proceedings against a student attending this University, established guidelines for procedural due process will be followed. University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation or submission of work of another as one's own work.)

Disciplinary action for academic misconduct is the responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty and with giving sanction to any student involved.

## Rules Regarding Benefits to Student-Athletes

### ***Concept of Extra Benefit***

One of the key NCAA "concepts" that every coach and student-athlete must understand is that regarding Extra Benefits. Student-athletes are expected to be students first and athletes second and the University may only provide benefits that allow them to get an education and compete in their sport. If something is not specifically permitted in the legislation, it should be assumed that it is not permissible to provide or receive.

### ***Definition of Extra Benefit***

An extra benefit is any special arrangement by an institutional employee or representative of the institution's athletics interests to provide a student-athlete or the student's athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., foreign student, minority student) determined on a basis unrelated to athletics ability.

### ***Occasional Meals***

A student-athlete or the entire team may receive an occasional meal in the locale of the institution (e.g., in a local restaurant or the staff member's home) on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals. A student-athlete may receive an occasional family home meal from a representative of athletics interests on infrequent and special occasions under the following conditions:

- The meal must be provided in an individual's home (as opposed to a restaurant) and may be catered; and a representative of the institution's athletics interests may provide reasonable local transportation to student-athletes to attend the meal function only if the meal function is at the home of that representative.
- The compliance staff must approve all such meals in advance.
- The Business Office must approve all expenses in advance.
- The Department of Athletics will not reimburse boosters for meal or transportation expenditures.

### ***Benefits Incidental to Participation***

The following benefits are considered incidental to athletics participation and therefore permissible for all eligible student-athletes to receive from the Department of Athletics:

- Meals and housing when dorms are closed and student-athletes are required to be on-campus for practice or competition)
- Expenses for off campus practice and competition
- Travel insurance when on sports related trips
- Complimentary admissions (four, with restrictions)
- Expenses for participating in special events
- Tutoring and counseling
- Medical benefits for athletically related injuries
- Expenses for eligibility investigation and related legal proceedings
- Expenses related to a permanent disability

#### ***Miscellaneous Benefits***

An institution may provide or arrange for the following benefits for a student-athlete:

- The use of a return ticket at any time after conclusion of a foreign tour;
- Receipt of frequent flyer points and/or miles earned while traveling to and from intercollegiate practice and/or competition;
- Participation in receptions and festivities associated with championships, conference tournaments or all-star events hosted by and conducted on the institution's campus;
- Occasional meals to team members provided by the parent of a student-athlete at any location;
- Reasonable tokens of support and transportation in the event of serious injury, serious illness, or death of a family member and transportation to attend the funeral of any family member;
- Fund raisers for student-athletes (or their immediate family members) under extreme conditions:
  - Extreme circumstances due to events beyond the student-athlete's control (e.g., life-threatening illness, natural disaster);
  - The proceeds must be designated for a specific purpose (e.g., payment of medical bills, purchase of medical equipment, replacement of items lost in a fire, etc.)
  - The proceeds may not be given directly to the beneficiaries, but must be disbursed through or paid directly to another entity, with receipt kept on file by the institution; and the excess proceeds must be given to a not-for-profit organization with the receipt kept on file by the institution.
  - The payment of admission costs or a meal for any student-athlete being honored at non-athletics awards ceremony.

#### Countable Athletic Related Activities (CARA)

Countable athletically related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by one or more of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations.

Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable athletically related activities. Head coaches have the responsibility of monitoring the amount of countable athletically related activity of the team and of each of their student-athletes during the academic year.

#### Voluntary Workouts

Throughout the academic year and summer term, coaching staffs may inform their student-athletes of voluntary workout availability. Please keep in mind the following regulations must be followed in order to consider the activity voluntary in nature:



- You cannot be required to report back to a coach or other Athletics Department staff member any information related to the activity.
- The activity has to be initiated and requested solely at your discretion.
- Your participation (or lack thereof) may not be recorded for the purpose of reporting such information to your coaching staff.
- You cannot be subject to penalty for not participating in voluntary activities. In addition, you may not receive recognition nor incentive (e.g., awards) based on your attendance or performance in such activities.

Safety Exception: In the following sports, a coach may be present during voluntary workouts to provide safety instruction ONLY:

- Track and Field (field events, pole vault, jumping hurdles, and jumping element of the steeplechase)

NOTE: Disciplinary activities (e.g., “penalty runs”) are not considered voluntary activity and must be counted toward your practice hour limitations.

### UTSA Tobacco Policy

The University of Texas at San Antonio is a tobacco-free campus and the Department of Athletics strongly discourages the use of all tobacco products. Use of tobacco products while representing the University in any capacity is prohibited. As more and more tobacco related research is conducted, the results uniformly support the fact that all forms of tobacco use is bad for your health and sets a bad example for young people in the community that look up to you.

### Recruiting

While the University of Texas at San Antonio (or anyone else) recruited you, you should not have received cash or any other items of value from anyone associated with The University. In addition, you should not have received promises listed in this section. You should not have received correspondence or phone calls about The University from anyone other than the UTSA athletics staff or faculty. Your family should not have been promised or given any items of value or received job promotions or new jobs based upon your decision to attend The University of Texas at San Antonio. Neither you nor your family should have received “free” tickets to any events other than your five permissible complimentary tickets through a pass list for home athletics events held on The University of Texas at San Antonio campus. If any of these have occurred, or if you are uneasy about something that happened during your recruitment, you should contact the Compliance Office immediately at 210-458-5493.

### Unethical Conduct (NCAA Bylaw 10.1)

As a student-athlete, you must abide by University, Conference USA and NCAA regulations, including NCAA Bylaw 10.1 covering unethical conduct. Unethical conduct may include, but is not limited to the following:

- Refusing to provide information relevant to an investigation of a possible violation of a University, Conference USA or NCAA regulation when requested to do so;
- Knowingly being involved in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- Knowingly being involved in offering or providing a prospective or enrolled student-athlete an improper extra benefit or improper financial aid;
- Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual’s institution false or misleading information concerning an individual’s involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- Receiving benefits for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor, or a representative of an agent or advisor (e.g. “runner”);

- Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law;
- Failure to provide complete and accurate information to the NCAA or institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades, and test scores);
- Fraudulence or misconduct in connection with entrance or placement examinations;
- Engaging in any athletics competition under an assumed name or with intent to otherwise deceive;
- Failure to provide complete and accurate information to the NCAA or the individual's institution regarding your amateur status.

### What NCAA Bylaw 10.1 Means

When UTSA staff interviews you about your possible involvement in a violation of NCAA rules, you are required to provide complete and truthful information, to the best of your ability, in response to all questions from UTSA staff.

Refusing to answer questions or asking other student-athletes, students, staff, or other people to provide false or misleading information to UTSA staff members are also considered violations of NCAA Bylaw 10.1.

Penalty for NCAA Bylaw 10.1 Violations:

The NCAA penalties for NCAA Bylaw 10.1 violations range from a minimum loss of eligibility for 50% of a season to permanent loss of eligibility.

The most common penalty is withholding from one calendar year of competition and being charged a season of competition for that year.

Additional penalties could be implemented by UTSA, Conference USA or the NCAA.

EXAMPLE: A student-athlete provides false information and withholds some information when interviewed on multiple occasions by UTSA staff about a potential violation. The student-athlete will likely have to sit out all UTSA competitions for one calendar year [364 days from date student-athlete was ruled ineligible]. The student-athlete would also be charged with one season of competition.

### Sports Wagering

The NCAA opposes all forms of legal and illegal sports wagering, which has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes.

The NCAA has established specific guidelines (NCAA Bylaw 10.3) stating no athletics staff members, non-departmental staff with responsibility within the athletics department, conference staff or student-athletes shall knowingly participate in sports wagering activities or provide information to individuals associated with any type of sports wagering activities concerning intercollegiate, amateur, or professional athletics competition.

The following sanctions for violation of NCAA Bylaw 10.3 apply:

- A student-athlete who engages in activities designed to influence the outcome of a competition or who participates in any sports wagering activity involving UTSA shall permanently lose all remaining regular-season and post-season eligibility in all sports.
- A student-athlete who engages in any sports wagering activity through the Internet, a bookmaker, or parlay card shall be ineligible for all regular-season and postseason competition for a minimum of one year from the date that UTSA determines that a violation occurred and shall lose a season of eligibility.

In order to educate the student-athlete regarding illegal organized gambling, the University and the Athletics Department will instruct the student-athlete on the nature and prevalence of intercollegiate gambling and bribery, as well as the risk involved for the individual and for the entire University. The following policies will be followed in accordance with these guidelines:

1. At the start of each season, the compliance staff is responsible for educating all student-athletes on the nature and prevalence of gambling and bribery in intercollegiate sports. This should include a review of applicable federal, state and local laws. Student awareness of the problem should be obtained through the season, particularly prior to major competitive events.
2. Students are required to report any solicitations that they might receive that ask them to be a party to sports bribery. Failure to do so, if determined after due process, results in expulsion as recommended by the NCAA.
3. The Athletics Department is committed to taking an active stance against gambling and bribery. Institutional rules in this area apply equally to student-athletes, staff, and the general student body.
4. No Professional or College Office Pool. As recommended by the NCAA, students found guilty of handling bets, distributing handicap information, or otherwise serving as an agent of the gambling industry are subject to immediate expulsion.

## Agents

### **Purpose**

This policy outlines the Student-Athlete/Agent Policy at The University of Texas at San Antonio. This policy is required to comply with NCAA Bylaw 12.3 (Use of Agents) and Texas state laws.

### **Philosophy**

This policy is designed to meet the laws governing the state of Texas and provide both student-athletes and agents with specific guidelines to ensure that UTSA protects the NCAA eligibility of its student-athletes. Further, these policies and procedures are in place to serve the needs of student-athletes and the agents who seek to represent them once their collegiate eligibility is completed.

### **Applicability**

This policy is applicable to all student-athletes at The University of Texas at San Antonio and to all agents who want to interview UTSA student-athletes, in accordance with state law.

### **Who is an Agent?**

The NCAA's definition of an agent is anyone who, directly or indirectly, represents or attempts to represent an individual for the purpose of marketing his or her athletics ability or reputation for financial gain, or seeks to obtain any type of financial gain or benefit from securing a prospective student-athlete's enrollment at an educational institution or from a student-athlete's potential earnings as a professional athlete. An agent may include, but is not limited to, a certified contract advisor, financial advisor, marketing representative, brand manager, or anyone who is employed or associated with such persons.

### **Use of Agents**

General Rule: An individual shall be ineligible for participation in an intercollegiate sport if he or she ever agrees (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, any contract, not specifically limited in writing to a sport or particular sports, shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.

**Representation for Future Negotiations:** An individual shall be ineligible 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 completes his or her eligibility in that sport.

**Benefits from Agents:** An individual shall be ineligible if he or she (or his or her relatives or friends) accepts transportation or other benefits from any person who represents an 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.

**Legal Counsel:** Securing advice from a lawyer concerning a proposed professional sports contract shall not be considered contracting for representation by an agent unless the lawyer also represents the student-athlete in negotiations for such a contract.

**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 student-athlete. A lawyer's presence during such discussions is considered representation by an agent.

#### Student/Agent Interviews

Texas state law requires that each institution designate at least five but no more than 30 consecutive business days to schedule student-athlete/agent interviews. The interviews must be held during the off-season training period prior to the student-athlete's final season of eligibility.

The Athletics Compliance Office staff notifies each agent registered with the state of Texas of the scheduled interview dates 30 days in advance. Interviews are conducted on campus or virtually.

The Athletics Compliance staff provides agents with a list of student-athletes who are entering their final year of eligibility. Each agent can then select those student-athletes he or she would like to interview. Student-athletes are provided the names of those agents who have expressed a desire to interview with them. After the student-athlete selects the agents with whom he or she wishes to interview, the Athletics Compliance Office staff schedules the interviews and provides both the student-athletes and agents with the date, time, location of the interviews, and ensures the presence of a third party.

The Athletics Compliance Office staff organizes and supervises the student-athlete/agent interview policy to ensure compliance with the State of Texas Athlete Agents Act and any rules adopted under the Act. It is not permissible to be represented by an agent for the purpose of marketing your athletic ability.

The NCAA's definition of an "agent" can include many individuals, which at first glance might not be viewed by you as an agent including financial advisors, sports marketers, contract advisors, former student-athletes working as "contacts or runners" for agents and many other individuals.

You will be ineligible if you (or your family and friends) accept any benefits from prospective agents such as transportation, meals, lodging, a loan, a car, or anything else, no matter how small.

If someone is trying to "give" you something not generally available to all students or their families, remember that there is always a consequence. You will lose your eligibility.

There are only 3 things you can do with an agent:

- 1) Talk to an agent
- 2) Accept a business card from an agent, and
- 3) Accept a general brochure from an agent that outlines their services.

Anything more will likely affect your eligibility.

The compliance staff is your best asset regarding agents because they can help you navigate the process of what is allowed and not allowed.

## Complimentary Admissions

### ***Student-Athlete's Own Sport***

The University of Texas at San Antonio offers its student-athletes complimentary admissions to competitions in accordance with NCAA rules and regulations. These regulations allow a maximum of four complimentary admissions per student-athlete for each event (home or away) in his/her sport. Whether or not a specific sport program provides the maximum allowable complimentary admissions or some lesser number of complimentary admissions are left to the discretion of each sport program, but should be the same for all student-athletes on that team.

All tickets are issued via a pass list and each student-athlete must complete their assignment of guests via the Front Rush ticket system available online. You must log in as a student to the system using your ASAP account information. You must register the name and relationship of the individual that is to receive complimentary admissions within the designated time frame as communicated by the Compliance Staff. Do not use nicknames. – \*NCAA legislation is being reviewed and changes in this area could be imminent; please follow all instructions from the compliance/ticketing offices.

You may assign only one admission per individual. Each guest attending the event must present a picture ID prior to admission.

### ***Important Rules***

Q: Whom should I NOT put on my complimentary admission list?

A: Agents or agent runners; Representatives of Athletics Interests (Boosters, Student-Athletes Employers, Professors, Donors, and Athletics Committee Members); Prospects/Recruits; Family, friends or requests of UTSA coaches; media; public officials; Athletics Department staff members. – \*NCAA legislation is being reviewed and changes in this area could be imminent; please follow all instructions from the compliance/ticketing offices.

Q: May I sell my complimentary tickets?

A: No. A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value.

Q: May a student-athlete purchase extra tickets and sell them for a profit?

A: No. A student-athlete may not purchase tickets for an athletics contest from the institution and then sell the tickets at a price greater than their face value.

Q: What happens if I give my complimentary tickets to a third party and that person sells the tickets?

A: This is a violation. Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for these admissions or to exchange or assign them for any item of value. Sale of complimentary tickets by such designated individuals is prohibited and considered an extra benefit not available to the general student body, which would render the student-athlete ineligible for participation in intercollegiate athletics.

## Sale of Athletic Items

Student-athletes are now permitted to sell, trade, or offer in exchange for other benefits or services, any items obtained as a privilege for being a student-athlete. This includes, but is not limited to, memorabilia,

awards, apparel, equipment, complimentary tickets, etc. Please meet with the compliance office for questions regarding this change in NCAA legislation.

## Autographs

UTSA has a policy whereby all persons requesting autographs, outside of media day and special autograph sessions, must fill out a Merchandise Request Form online. Autographs should be personalized to the recipient whenever possible.

## Student-Athlete Appearances

In order to avoid the exploitation of an institution's student-athletes, the NCAA limits the contexts in which a student-athlete may promote, or be used to promote, products or organizations. The student-athlete and the institution are required to abide by all NCAA and institutional rules when participating in any promotional activities.

## Student-Athlete Employment

It is extremely important that the conditions of any employment you have while you are a student-athlete comply with NCAA bylaws. Infractions could jeopardize not only your own athletics eligibility, but also that of your team. Whether or not you are on an athletics scholarship, you and your employer must sign a written statement before beginning employment, which verifies that:

- You obtained the employment through established hiring protocol available to other applicants;
- You are not receiving payment based on any publicity, reputation, fame, or personal following you have gained from your athletic ability;
- You are compensated only for work you have actually performed;
- Your rate of pay is the normal rate of pay for the duties performed and job qualifications;
- You are only paid for hours you have actually worked; and
- If you are provided with transportation to work or any other benefit (e.g., meals, merchandise discounts), such benefits are available to all employees.

At all times during your athletics eligibility, your employment must comply with University of Texas at San Antonio, UTSA Athletics, Conference USA and NCAA rules and regulations.

A student-athlete may receive compensation for teaching or coaching sport skills in his or her sport on a fee-for-lesson basis, under the following conditions:

- Institutional facilities may not be used;
- Playing lessons are not permitted;
- The institution obtains and keeps on file documentation of the recipient of the lessons and the fee for the lessons provided during any time of the year;
- The compensation is paid by the lesson recipient or the recipient's family and not another individual or entity; and
- Your name and image are not used to promote or advertise the fee-for-lesson instruction.

If you wish to be employed, please contact the Athletics Compliance Office to obtain approval paperwork prior to beginning and/or accepting any employment.

## Hosting a Recruit

You can make a difference when a recruit is deciding whether to attend The University of Texas at San Antonio. The coaches spend many hours getting to know recruits and their families and educating them on the merits of our great institution. The goals of the recruiting visit are to help the prospect and UTSA determine whether or not UTSA is the right fit both academically and athletically, and for you and the coaching staff to feel the same way. You can most effectively show prospects all that UTSA has to offer and help them determine that UTSA is the right place for their intercollegiate career.

There are some rules you must adhere to in your involvement with recruiting visits that will ensure you are representing UTSA as expected. As a student-athlete at UTSA, you are to obey and conduct yourself in accordance with the penal and civil statutes of the local, state, and federal government, rules and regulations of the Board of Regents, University regulations, Conference USA rules, and NCAA rules and regulations. Below is an outline of the rules and regulations you, as a student-athlete, are expected to follow at all times and especially during the course of recruiting visits to our University. You will be required to sign a Student-Athlete Host Form each year before you are permitted to practice or compete with your team.

### **General**

- First impressions are crucial. Make the prospect and his/her guests feel welcome.
- Read information about the recruit and his/her interests so you are prepared to talk with him/her. Ask questions and find something in common to talk about.
- Carefully review the student-host instructions form that you are required to sign prior to hosting each and every official visit prospect and ask your coach or the Athletics.
- Compliance Office in advance if you have any questions to avoid any NCAA violations.
- Call the coaching staff immediately if there are any problems with a prospect.
- Have a plan for entertaining the recruit and review it with your coaches. If there are any changes to the plan, notify the coaches ahead of time.
- Be on time to all scheduled activities.
- Have fun!

### **Transportation**

- Institutions may provide local transportation for a prospect and the prospect's parents, legal guardians and/or spouse around campus, within a 30-mile radius of campus, and from/to the local airport only in an institutional or personal vehicle with no special accessories.
- A coach, staff member or booster may not provide a student-athlete or prospect with the use of a vehicle for purposes of transporting a prospect during his/her official visit. The host is expected to use his/her own vehicle or a teammate's for entertaining the prospect.

### **Meals**

- Institutions may provide only one student-athlete host per prospect with a meal and only if that student-athlete is accompanying the prospect on the meal. Other student-athletes may attend the meal, but must pay the cost of their own meals.

### **Entertainment**

- NCAA rules permit The University of Texas at San Antonio to provide a host with a maximum of \$40 for each day of the official visit to cover the actual costs of entertaining the prospect (and the prospect's parents, legal guardian or spouse) excluding the cost of meals and admission to campus athletics events. If several students host a prospect, the \$40 per day entertainment money may be utilized to cover the actual and necessary expenses incurred by the prospect and all hosts.
- The student-athlete host must sign a student-host form prior to receiving host funds and prior to hosting any prospect.
- Cash may not be provided to a prospect.
- These funds may not be used for the purchase of any material items (e.g., souvenirs such as T-shirts or other mementos, etc.)
- The following activities are prohibited during official visits and may not be engaged in or paid for with host funds: gambling, use of escort services, exotic dance club, consumption of alcoholic beverages (even by those over 21) or drugs, or any activity contrary to University policy or state and/or federal law.
- The institution may not arrange for a prospect to engage in any game-day simulations during the prospect's visit (e.g., police escorts to stadium, band/cheerleaders lined up as prospect runs onto the field, etc.).

- The prospect may be present in the locker room prior to or after a competition and must be seated in the regular seating areas during the course of the contest.
- The institution may provide reasonable entertainment within 30 miles of the institution's campus to the prospect, their parents or legal guardians, and spouse only.
- This entertainment may not be excessive (e.g. Limousine, hiring of a band, etc.) and the cost must be taken from the student-host entertainment funds.

#### **Complimentary Admissions**

- Institutions may provide five complimentary admissions to a prospect and the prospect's guests to the institution's home athletic events during the visit, which may not include any special seating (e.g. sidelines, bench, suites, etc.) during the course of the contest. The institution may provide a prospect with specific family circumstances two additional complimentary admissions for family. Contact your coach or the Athletics Compliance Office if you think that this is an issue for a prospect you are hosting.
- The student host may be provided a complimentary admission to accompany the prospect to an institution's home athletic contest.
- Both the student-host and the prospect must show identification and sign the pass list at the designated pass gate for the athletic contest they are attending.

#### Overall Conduct

- All persons in all situations must abide by NCAA rules. If at any time a student-athlete is uncertain of NCAA rules, he/she is to contact the coaching staff or the Athletics Compliance Office immediately.
- If you are aware of or believe a violation of NCAA or University rules occurred, you should report that information to the Athletics Compliance Office immediately.
- Individuals involved in the recruiting visit (including the prospect) are expected to act in a responsible manner and to abide by the law.
- A prospect is never to be left alone or with a non-team member or to be arranged a date or other encounter that could lead to inappropriate behavior (e.g., sexual misconduct, use of alcohol, drugs, etc.).
- You must follow any additional rules set by your coach (e.g., curfew, team policies, etc.).

It is important to note that you may be disciplined by the University for violating these standards of conduct both on and off campus when the incident occurs in connection with an institution-oriented activity, or has a substantial connection to the interests of the University, or when the behavior is prohibited by University policy regardless of where it occurs, even if you are or may be penalized by civil authorities for the same act.

## Social Media Guidelines

All student-athletes are accountable for how they project themselves on all social media accounts. The following are some strategies to assist in making sure you are respectful and responsible while using social media:

- Have a Plan - Set goals for your social media presence. Define what you hope to accomplish and evaluate your efforts.
- Think before you post - Use common sense when posting and commenting. Once it is out there, you can never truly reverse something you have posted.
- Think before you hit "Like" or retweet.
- Maintain Professionalism - Be particularly respectful when responding to negative comments. You are more likely to achieve your goals with constructive and respectful responses or no response at all.



- Ensure that you are not posting any personal information or locations that would put your safety at risk.

# Sports Medicine

## Athletic Trainers

Athletic training encompasses the prevention, examination, diagnosis, treatment and rehabilitation of emergent, acute or chronic injuries and medical conditions. Athletic training is recognized by the American Medical Association (AMA), Health Resources Services Administration (HRSA) and the Department of Health and Human Services (HHS) as an allied health care profession.

Athletic trainers (ATs) are highly qualified, multi-skilled health care professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions.

### **Domains**

- Injury and Illness Prevention and Wellness Promotion
- Examination, Assessment and Diagnosis
- Immediate and Emergency Care
- Therapeutic Intervention
- Healthcare Administration and Professional Responsibility

### **Clinical Specialties**

- Prevention & Wellness
- Urgent & Emergent Care
- Primary Care Orthopedics
- Rehabilitation
- Behavioral Health
- Pediatrics
- Performance Enhancement

## The Role of the Athletic Trainer

*Health* is the most important aspect of *performance* in athletics. Therefore, a sound *medical model* that eliminates bias and conflict of interest and focuses on *patient care* is the best framework for the collegiate setting.

The Athletic trainer (AT) is to deliver primary care services to student-athletes in collaboration with Team Doctors, Physical Therapists, and other allied healthcare providers. The Athletic Training staff acts as the foremost expert and medical authority within the Athletics Department. As such they - in coordination with physicians - *exercise unchallengeable* authority to determine the health and participation status of all student-athletes.

AT's spearhead and collaborate with sports performance specialists and team doctors to plan and implement injury and illness prevention initiatives and to promote health and wellness among the student-athlete population through education.

AT's provide and manage emergency care and direct crisis management strategies.

AT's provide therapeutic interventions that are clinically sound, evidence based, and beneficial to patients to produce the best possible outcomes.

AT's accomplish administrative accountabilities that accompany patient care in a way that promotes the profession of Athletic Training, improves patient service and outcomes, encourages and builds collaboration among disciplines and specialties, and ensure that care abides within state, federal, and local practice regulations.

## Athletic Training Room Clinic

The Sports Medicine Department, which is comprised of “Athletic Training Rooms/Clinics,” has several facilities and are located: The Main Athletic Training Room in RACE, the Convocation Center, and Park West. The Athletic Training Clinics assist with the special medical needs of student-athletes during their team activities and competitive seasons. Certified athletic trainers provide student-athletes with basic health care services and direct them to the head athletic trainer and team physicians when necessary.

The Athletic Training Room provides a number of related services, including pre-participation physical examinations, drug testing, emergency and follow-up treatment for injuries sustained during practice or competition, and rehabilitation programs for athletic-related injuries or conditions.

Whenever a student-athlete seeks medical care outside of the Athletics Department, they should always tell the health care provider that you authorize communication with the Sports Medicine Department regarding the medical issue at hand, as it may affect their performance or clearance to participate. Student-athletes will always be required to provide documentation of this care prior to being cleared for participation.

## Responsibilities for Medical Care

Responsibilities for student-athlete medical care services are shared by the Athletics Department and the student-athlete. It is important that the student-athlete and the student-athlete’s family understand that participation in athletics presents a high risk for injury. It is expected that student-athletes will take all measures necessary to prevent and minimize injuries to themselves and others. Student-athletes are also responsible for obtaining and maintaining personal health insurance coverage. See “*Injury Prevention*” later.

It also must be understood by the student-athlete and the student-athlete’s family that medical expenses are not “automatically taken care of” by the Athletics Department or the University. Paying athletic-related medical expenses requires cooperation and coordination between various offices and departments of the University of Texas San Antonio, the UTSA Athletics Department, the NCAA, as well as other agencies. Compliance is subject to review at all levels of administration, and the ongoing cooperation of the student-athlete is both necessary and expected.

The Athletics Department is responsible for medical services administered to student-athletes who sustain an injury in a practice or game, that occur under a coaches’ supervision. “Injury” or “accident” specifically refers to those ailments caused by the student-athlete’s participation in a supervised practice, training, or a game.

The UTSA Athletics Department, through its Sports Medicine Department, is thus limited to administering medical aid only for illnesses and injuries related to supervised practice or during designated contests and only for athletics-related conditions that may result from such injuries.

The Athletics Department is similarly limited to making financial assistance available to student-athletes only for medical services rendered for athletics-related injuries or conditions. For example, the surgical removal of tonsils or appendix is a medical situation for which the Athletics Department may not assume responsibility since these conditions do not result from participation in sports. Additionally, the Athletics Department is not obligated to provide medical coverage for pre-existing conditions. Examples of pre-existing conditions include orthopedic injuries, cardiac issues, diabetes, asthma, ADHD, allergies, or vision problems requiring contact lens correction. Any coverage provided for such conditions would be based on administrative decision by the Associate Athletic Director for Sports Medicine, the Senior Associate Athletic Director for Student-Athlete Welfare, and the Team Physician, in coordination with the ICS policy provider.

While it is the Athletics Department's position that there should be no direct cost to a student-athlete or a student-athlete's family for injuries sustained while competing as a member of a UTSA team, the following conditions must be met:

- The student-athlete must be referred to appropriate medical care by the Athletic Training Staff or Team Physician. For more information, see "Medical Care Referrals" later.
- The student-athlete must acquire, maintain and make use of personal health insurance coverage. For more information, see "Medical Expenses Payment Procedure" later.

Other conditions on the administration and payment of student-athlete medical care are described in the following sections.

## Services and Procedures

Throughout the season, records are maintained on each student-athlete. These records include initial injury evaluations and progress reports. Medical reports are prepared and communicated to the coaches by the athletic training staff. Activity restriction and recommendations as to when full activity may be resumed are emphasized.

Athletic Training Room rules and procedures are formulated to serve all student-athletes in the best possible manner. We encourage you to ask questions so that you have a clear understanding of the important role the athletic training staff has in your athletic career at the University.

## Rules for Services

Please assist each other and our Athletic Training Clinic staff in complying with the following rules and procedures:

- If a S-A sustains any injury (including dental injuries) while participating in a supervised practice or contest, report immediately to the athletic training staff so that a thorough evaluation can be made.
- If a S-A sustains an athletic injury but did not notice its effects until after the practice or competition ends, report to the Athletic Training Clinic for injury evaluation during the posted "open hours" Monday through Friday. If you do not report an injury to the Athletic Training Room within seven days, you may be held responsible for any expenses incurred as a result of treating the injury.
- Any student-athlete with an injury should report to the Athletic Training Room for treatment daily. The student-athlete is required to check in with one of the Athletic Training Staff. Failure to check in with a staff member will be recorded as an absence from the treatment requirement. Non-compliance with treatment plans will be communicated to sport coaches and may result in discharge from treatment. This mandate is for the benefit of student-athletes, as non-adherence to treatment plans will undoubtedly have a negative impact on recovery from injury.
- With regard to confidentiality, head coaches will be informed if a student-athlete presents a medical condition of which they should be aware for the purposes of student-athlete safety or for competition preparations.
- With respect to hygiene and safety concerns, all student-athletes must shower prior to treatment. No athletic equipment may be brought into the Athletic Training Room.
- If medical care is obtained outside the UTSA Health Care System, written information must be provided by the outside medical service provider that explains the status of your condition, and includes an explanation of activity restriction and the medical clearance to resume activities. Once cleared by the outside medical source, the medical clearance to resume athletic activities at UTSA will be determined by the UTSA Athletics Department Medical Director. See also "Medical Care Referrals" later.

### **General Athletic Training Room Rules**

- Treat all persons with dignity and respect

- No outside eating or drinking in the Athletic Training Room unless explicitly advised by the Athletic Training Staff
- No cell phone, tablet, or computer usage allowed during treatment
- Student-Athletes must observe good hygiene habits and be appropriately dressed (clean and dry clothes, shirt, shorts or pants, and shoes)
- All student-athletes must be punctual for any scheduled evaluation, treatment, or doctor's appointment. Any failure to report on time or at all will be reported to the appropriate coach. Habitual truancy or non-compliance may lead to discharge and removal from athletic participation.
- All taping, bracing or other additional protective equipment must be approved by the Athletic Training Staff
- Medical treatment will be determined and/or given by the Athletic Training Staff or Team Physicians
- It is the responsibility of all student-athletes to report any and all injury and illness. If seen by any UTSA or other healthcare groups or providers, the student-athlete must inform the assigned athletic trainer immediately.

It is the responsibility of the student-athlete to create ample time for injury evaluation, treatment, or rehabilitation before training sessions, practice, and practice preparation.

Please see sports medicine staff regarding additional policies and specific questions about available services.

## Sports Medicine Requirements

### ***Pre-participation Physical Exam***

All student-athletes on the active roster for any UTSA athletic team must complete a physical exam with the UTSA Sports Medicine Staff and team physicians. A physical exam by any other physician or individual will not be accepted. Student-athletes are notified of the time they should report for their physical exam and can contact the UTSA Sports Medicine staff with any questions or to reschedule their physical exam. We require medical records to be updated in our electronic record-keeping system prior to the physical exam for any previous injuries and /or illnesses. Failure to provide medical records in a timely manner can result in delay of medical clearance and delay in participation in intercollegiate athletics. Please follow the ATS PORTAL instructions to complete.

### ***Health Insurance***

All student-athletes must provide insurance information on the appropriate forms. In the event that a student-athlete's insurance coverage changes, the Sports Medicine Staff must be made aware immediately and provided with the current insurance information. **All walk-on student-athletes must possess and provide valid proof of primary health insurance and must maintain coverage for the entire time they remain on the active roster.** This is required for medical clearance. UTSA provides secondary insurance coverage for injuries that occur as a result of participation in intercollegiate athletics during the respective season. Claims must be filed on primary insurance before the secondary insurance considers the claim. For more information on health insurance, please contact the UTSA Sports Medicine Staff.

### ***Emergency Contact Information***

All UTSA student-athletes must complete the "Emergency Contact Form" as part of the medical clearance process.

### ***Neurocognitive and Balance Testing***

Neurocognitive baseline and balance testing will be done annually at UTSA. In some sports, student-athletes will only be required to complete one baseline neurocognitive test during your athletic career.

### ***Sickle Cell Trait Status***

The NCAA now requires that we identify student-athletes with sickle cell trait. Therefore, all first-year student-athletes will undergo a blood test to determine the presence of sickle cell trait. Results are necessary prior to all student-athletes being cleared to participate. Since you were likely tested at birth for sickle cell trait, you can bring a copy of your results to avoid this test. However, all positive sickle cell trait screens will be required to do consultation and additional confirmatory testing. **If UTSA does not have sickle cell trait test results on file, you will be required to undergo testing prior to medical clearance.**

### ***Cardiovascular Testing***

All new student-athletes will undergo Cardiovascular testing as part of their pre-participation physical exam. UTSA team physicians have the right to order additional testing for any student-athlete in order to obtain medical clearance.

### ***Tryouts***

Students who wish to participate in a UTSA Athletics organized tryout must complete the following steps:

- Complete all other team, academic, and compliance responsibilities
- Complete the pre-participation medical packet, which can be downloaded at the [ATS PORTAL](#).
- **A valid medical insurance card is required to upload a picture of the front and back.**
- Download and complete the [Forms to Bring to Physician](#).
- This must be printed and taken to your physician to be completed during your pre-participation physical.
- This physical **must be completed, SIGNED, and STAMPED by an MD or DO. It cannot be completed by a nurse, chiropractor, or physician's assistant.**
- Submit results of the sickle cell trait testing.
- It is acceptable to provide valid proof of a previous test before participating.

### ***ADHD Medication Usage***

The NCAA has a strict policy banning stimulant usage (i.e., Adderall, Ritalin) unless prescribed by a physician for a well-documented medical condition. The penalty for a failed NCAA drug test is an automatic one-year suspension with loss of eligibility. If a student-athlete takes medication for ADD or ADHD, the Sports Medicine Department must have a copy of the current prescription on file as well as supporting documentation, which demonstrates how the diagnosis of ADD/ADHD was obtained. If this documentation is not sufficiently detailed, additional testing must be performed to validate the diagnosis of ADD/ADHD. The additional testing should be coordinated through the Learning Specialist in the Athletics Academic Support Department. The cost of testing will be the responsibility of the student-athlete. The copy of the prescription must be updated monthly when the student-athlete obtains a refill of his/her medication.

### ***Rehabilitation Programs***

All rehabilitation activities are the responsibility of the athletic training staff under the supervision of the Athletic Training Staff. In order to give student-athletes the best opportunity to return safely regular sport activity after injury, it is necessary that student-athletes are compliant with the prescribed treatment and attend treatments consistently. Any non-compliance will also be reported to sport coaches and may result in discharge from treatment or prolonged restriction from athletic activities.

Rehabilitation programs should be done during open hours, Monday through Friday, in coordination with the team's athletic trainer. The athletic training staff provides information on a regular basis to the coaching staff regarding the progress of injured student-athletes.

Student-athletes who are undergoing treatment or rehabilitation must report to all practice and conditioning sessions on time unless released by both the head coach and the team's athletic trainer.

## UTSA Athletics Drug Testing Program

As a participant in NCAA Division I Athletics, student-athletes are expected to live and promote healthy lifestyles. The UTSA Athletics Department is committed to providing the resources necessary to assist student-athletes in this endeavor. As part of this commitment, UTSA Athletics has developed the following Drug Testing Program in order to support student-athletes and ensure that student-athletes are maintaining healthy lifestyles. All student-athletes are subject to the Drug Testing Program and will sign an annual acknowledgement of their understanding of the program. While there are many similarities to the NCAA Drug Testing Program, this is an institutional drug testing program and is not intended to replace or replicate the NCAA Drug Testing Program.

Routine testing will take place throughout the year as outlined in the program. Sanctions and appeals will be handled according to the protocols listed herein. This program will be reviewed by the VP for Athletics and other athletics administrators on an annual basis.

Prohibited acts of the UTSA Athletics Drug Testing Program include:

- Possessing or using illegal substances, as defined by law;
- Possessing or using controlled substances as defined by law (provided that controlled substances may be taken pursuant to a properly issued prescription in the amount prescribed);
- Using any substance listed on the NCAA list of banned substances;
- Distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law;
- Other prohibited acts as described in the UTSA Student Code of Conduct (HOP 5.5.2) and the Residence Life Handbook.

### Substance Abuse Committee

UTSA Athletics will utilize a "Decision by Committee" approach to many of the matters concerning drug testing and substance abuse treatment. The Substance Abuse Committee (SAC) will be comprised of the following Athletics Department personnel and stakeholders:

- The Vice President for Intercollegiate Athletics (VP for Athletics)
- Senior Woman Administrator (SWA)
- Associate AD for Sports Medicine
- Senior Associate AD for Compliance
- Athletics Department Drug Testing Coordinator
- Athletics Department Counselor
- Faculty Athletics Representative

If circumstances dictate, the following stakeholders may be added to the committee:

- University Counseling Center representative
- Team Physician(s)

### Drug Education

Each academic year, personnel from the Department of Athletics will review the University's drug testing program with student-athletes. During this meeting, student-athletes are also informed of the NCAA drug testing program. All incoming student-athletes will receive drug and alcohol education presented by

University personnel as part of their Academic Inquiry and Scholarship course and/or through the personal development programming of the Leadership and Professional Development Academy within Athletics. A student-athlete who tests positive for a banned substance will be required to participate in additional educational opportunities as part of his/her sanctions.

## Method of Testing

All student-athletes will be subject to a random testing program. The standard method of testing will be urinalysis, unless otherwise determined by the SAC. For a current listing of the banned drug list, refer to the NCAA's website at [www.ncaa.org](http://www.ncaa.org). UTSA may test for any of the substances that appear on the NCAA's list of banned drugs. UTSA reserves the right to test for substances not contained on the NCAA banned-drug list as well.

## Selected Types of Drug Testing

### **Random Testing**

All student-athletes listed on the institutional squad lists are subject to unannounced random testing. An independent 3<sup>rd</sup> party collection agency will select student-athletes from the official institutional squad lists by using a computerized random number program.

### **Reasonable Suspicion Screening**

If any staff member feels there is probable cause that a student-athlete violated the drug policy, the staff member can present information to the SAC. If the SAC determines there is reasonable basis to believe that a student-athlete is using a banned substance, the Athletics Department Drug Testing Site Coordinator (DTSC) will work to arrange testing for said student-athlete. SAC will also arrange to have a student-athlete tested if the Office of Student Conduct and Community Standards informs them that a violation of the Student Code of Conduct has occurred.

### **Notification and Reporting for Collections**

Prior to the start of competition each year, every student-athlete will be provided access to and sign an acknowledgement of the UTSA Athletics Drug Testing Program. By signing the acknowledgement, student-athletes indicate their receipt and understanding of the program. Further, this serves as their consent to random drug testing as outlined in the program. If the student-athlete is a minor (under age 18), the signature of his/her parent or legal guardian will be required. Signing of the acknowledgement/consent form is a condition for participation in athletics. Testing can take place at any time during the calendar year, to include the regular academic year, summer and vacation periods

The student-athlete will be notified of, and scheduled for, testing by the Athletics DTSC. Failure to show up for a drug test after receiving notification will be considered a positive test and sanctions will be applied accordingly.

The Athletics DTSC or his/her designee will be at the testing site to certify the identity of the student-athletes selected. Student-athletes shall provide picture identification and surrender all electronic devices prior to entering the testing station. The Athletics DTSC or his/her designee will remain at the testing site until all student-athletes complete the collection process.

The student-athlete may be asked to remove any or all clothing during collection, if a reasonable suspicion of outside elements or an attempt to manipulate the testing exists.

## Medical Exceptions

UTSA requires that all student-athletes keep the athletics training staff and/or team physician aware of any prescribed drugs and dietary supplements that he or she may be taking, prior to being tested, and throughout the year. Ultimately, each student-athlete takes on sole responsibility for any and all substances to which they are exposed.

The NCAA and UTSA recognize that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA and UTSA may allow exceptions to be made for those participants with appropriate medical documentation demonstrating the necessity for use of a banned substance. Exceptions may be granted for substances included in the following classes of banned drugs: anabolic agents, stimulants, beta blockers, diuretics, anti-estrogens, beta-2 agonists, and peptide hormones. Information regarding these medical exceptions can be found at [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety).

There is a stricter application of the NCAA Medical Exception Policy, specifically for the use of banned stimulant medication to treat Attention Deficit Hyperactivity Disorder (ADHD). This stricter application requires documentation that demonstrates the following:

- The student-athlete has undergone a clinical assessment to diagnose ADHD using DSM-V criteria.
- The student-athlete is being monitored routinely for use of the stimulant medication.
- The student-athlete has a current prescription on file.

Failure to provide this information can result in the student-athlete being denied a medical exception for stimulant use. This documentation should be kept on file in the student-athlete's medical record and readily available in the event the student-athlete tests positive for the banned medication. Student-athletes who are currently taking a banned stimulant for the treatment of ADHD must provide this documentation at the start of their eligibility or as soon as possible after diagnosis. Furthermore, student-athletes who do not disclose to the athletic training staff that they are taking a banned substance could potentially face loss of eligibility in the event of a positive NCAA or institutional drug test. For more information regarding the NCAA Medical Exception Policy specific to stimulants, please visit [NCAA Guidelines for ADHD Medication Reporting](#).

It is illegal to consume medications prescribed to another individual and to provide another individual with medications prescribed to you. If it is determined that a student-athlete has taken medication prescribed to and provided by another, both parties may face sanctions. Student-athletes are required to report all medications to the athletic training staff. In the event that a student-athlete tests positive for a prescription medication, the following documentation is necessary to approve a medical exception:

- Documentation from physician indicating necessity of medication.
- Copy of current prescription or packaging label, dated within last 30 days. If dated beyond 30 days, documentation must support use beyond 30 days.

Medication from a previous injury, condition, procedure, or surgery, should be disposed of and is not permissible for use after the resolution of respective injury, condition, procedure, or surgery.

## Positive Test

It shall be deemed a positive test result if the student-athlete:

- Submits a sample that meets the threshold for a positive test;
- Fails to comply with the collection process;
- Fails to arrive at the collection station at the designated time without justification;
- Fails to provide a specimen according to protocol; collector will determine sufficient number of attempts - it is positive test if collector leaves without a viable specimen to test;
- Attempts to dilute, tamper with, or falsify a sample; or



- Uses a masking agent.

## Sanctions

### **First Violation of the Drug Testing Program:**

- The student-athlete will be referred to mandatory counseling services for evaluation, education, and counseling sessions. The substance abuse counselor will determine the appropriate duration of counseling required.
- Additional sanctions may be applied if University policy infractions supersede Department of Athletics policy.
- The student-athlete will be subject to subsequent follow-up testing at the discretion of the SAC.

*Failure or refusal to participate in the conditions set forth in this policy and/or those provided by counseling services will be treated as a second positive test result. Failure to complete the requirements mentioned for a first violation prior to a second violation will also result in an immediate third positive test result.*

### **Second Policy Violation of the Drug Testing Program:**

- Suspension: The student-athlete will be suspended for 10% of his/her team's total scheduled contests for that Championship season (regular season or post season, not exhibition games). If the positive test occurs during the off-season, the suspension will apply to the beginning of the next season. If the season ends prior to the student-athlete completing his/her suspension, the balance of the suspension will be served in the subsequent season. Suspensions will be applied to regular season and post-season competition only. Non-championship season competitions and exhibition/scrimmage competitions will not be counted in determining the length of the suspension.
- Counseling: The student-athlete will be referred to mandatory counseling services for evaluation, education, and counseling sessions. The substance abuse counselor will determine the appropriate duration of counseling required.
- Additional sanctions may be applied if University policy infractions supersede Department of Athletics policy.
- Additional Drug Testing: The student-athlete will undergo subsequent regular testing for up to one year from the date of the second violation or until the SAC has deemed the drug testing unnecessary.

*Failure or refusal to participate in the conditions set forth in this policy and/or those provided by counseling services will be treated as a third positive test result. Additionally, failure to complete the requirements mentioned for a second violation prior to a third violation will also result in an immediate fourth positive test result.*

### **Third Policy Violation of the Drug Testing Program:**

- Suspension: The student-athlete will be suspended for 25% of his/her team's total scheduled contests for that Championship season (regular season or post season, not exhibition games). If the positive test occurs during the off-season, the suspension will apply to the beginning of the next season. If the season ends prior to the student-athlete completing his/her suspension, the balance of the suspension will be served in the subsequent season. Suspensions will be applied to regular season and post-season competition only. Non-championship season competitions and exhibition/scrimmage competitions will not be counted in determining the length of the suspension.
- Counseling: The student-athlete will be referred to mandatory counseling services for evaluation, education, and counseling sessions. The substance abuse counselor will determine the appropriate duration of counseling required.
- Additional sanctions may be applied if University policy infractions supersede Department of Athletics policy.

- Additional Drug Testing: The student-athlete will undergo subsequent regular testing for the remainder of his/her eligibility or until the SAC has deemed the drug testing unnecessary.

*Failure or refusal to participate in the conditions set forth in this policy and/or those provided by counseling services will be treated as a fourth positive test result. Additionally, failure to complete the requirements mentioned for a third violation prior to a fourth violation will also result in an immediate dismissal from the athletic program.*

#### **Fourth Policy Violation of the Drug Testing Program**

The student-athlete will be dismissed from the athletics program. Further sanctions by the university may be imposed, including suspension or expulsion.

**\*\*All % suspensions will be for complete contests and will be rounded up or down using traditional rounding methods. All numbers are subject to change from year to year based on number of actual scheduled contests. Golf percentages will be based on the number of scheduled tournaments for the year. Tennis percentages will be based on scheduled team matches (individual competitions will not be included). Track percentages will be based on the current competitive season that the student-athlete is competing or the next available season that the student-athlete will compete.**

#### **Additional Information - Sanctions**

- All positive results are cumulative. Regardless of any negative tests that may occur subsequent to a positive test, any future positive test result will be equivalent to a second policy violation.
- Unexcused absences from this testing procedure will be treated as the equivalent of a positive test.
- Following the first and/or second positive drug test offenses, the student-athlete will be retested anytime ***within 30 days***, or as circumstances dictate, from the initial testing date. The results of this retest must be negative or at least show evidence of no new drug use or it will be considered an additional positive drug test offense. If the retest returns positive, a laboratory analysis of results will determine if there was new drug use since the last testing date. Once a negative screen is obtained, any subsequent positive screens will be treated as an additional drug test offense. All student-athletes who have tested positive for a banned substance must undergo re-entry testing; and in the case of a second positive drug test offense, the results must report as negative before the student-athlete is allowed to return to competition. ***With a second positive drug test offense, no student-athlete will be allowed to return to competition while the results of the most recent retest are still positive for the identified substance.*** In this instance the student-athlete will undergo weekly retesting to determine when the student athlete can return to competition. The results of any subsequent retesting must be received by the Associate Athletic Director for Sports Medicine/Athletic Training and/or Associate Athletic trainer before a student-athlete can be granted re-entry into competition. This retesting will be conducted as early as possible on a weekly basis.

#### **Additional Information – Counseling and Education**

A student-athlete whose drug test results indicate evidence of use, but do not rise to the level of a positive test, may be provided counseling and education related to substance use and abuse. This is consistent with the intent of this policy, which is to promote a healthy lifestyle.

#### **Notification of Positive Drug Tests and Appeals**

Upon receiving notification of a positive drug test, the following will occur:

- Drug Testing Site Coordinator will notify the Associate AD for Sports Medicine and Sr. Associate AD for Compliance.

- The Sr. Associate AD for Compliance will notify the VP for Athletics, SWA, and the Sport Administrator, if different than above titled individuals.
- The Sport Administrator will notify the Head Coach.
- Sr. Associate AD for Compliance (or his/her designee) will notify the student-athlete of the positive test and explain the appeals process in a timely manner.
- The Associate AD for Sports Medicine will notify student-athlete's assigned Athletic Trainer

## Appeals Process

Student-athletes who test positive under the terms of the UTSA Drug Testing Program will be entitled to an appeal hearing with the SAC prior to the imposition of any sanction. Requests for such a hearing must be made within seventy-two (72) hours of notification of a positive test result. If the seventy-two hours would end on a weekend or holiday, the request must be made by noon on the next business day. Requests must be in writing and received by the SWA. The student-athlete will be provided the guidelines of the appeals process at the time of appeal notification. The student-athlete may remain eligible during the appeals process, based on the discretion of the SAC and subject to student conduct rulings.

If a positive test is appealed, the Sr. Associate AD for Compliance will request the laboratory to perform testing on 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.

During the appeals hearing the student-athlete may have an advisor present, or any representative other than an attorney, if the student so desires. However, the student-athlete must present his or her own case. If reasonable under the circumstances, the meeting should take place no more than 10 business days after the written request is received.

The SAC Appeals Committee will consist of at least three members. At least one member of the committee will be the Faculty Athletics Representative or a university staff member not employed by the Department of Athletics. Either the student-athlete or the other parties involved may request an extension of time to the SWA, 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(s). The proceedings shall be confidential. The decision by the SAC Appeals Committee regarding the sanction to be imposed shall be final. The student-athlete will be notified of the SAC's decision within three business days of the hearing.

## Safe Harbor Program

### ***Voluntary Disclosure***

- A student-athlete who has engaged in prohibited drug use or has a substance abuse problem is encouraged to seek assistance from the Department of Athletics by voluntarily disclosing his or her drug use prior to an announced drug test and requesting to enter the Safe Harbor Program. This disclosure can be made to any coach, administrator, athletic trainer, or the DTSC. The Safe Harbor Program does not apply to the NCAA drug testing program, only institutional testing.
- Official entrance into the Safe Harbor Program is the decision of the SAC. SAC will make the decision after reviewing the information provided by the staff member who made the referral as well as information provided by the student-athlete being referred.
- The SAC will notify the Associate AD for Sports Medicine their decision for entry. The Associate AD for Sports Medicine in turn will notify the student-athlete and the student-athlete's assigned Athletic Trainer of entry into the program. The assigned trainer will notify the head coach about the student-athlete's entrance into the Safe Harbor Program.

- The student-athlete entering the Safe Harbor Program will be required to take a drug test to establish a baseline. The baseline test will not be deemed an offense for purposes of determining sanctions under this program.
- A student-athlete's request to enter safe harbor will not result in sanctions affecting his/her participation in practice and/or competition unless participation is deemed unsafe by the SAC in consultation with a Counselor.
- The student-athlete will be required to undergo an evaluation by a Counselor assigned by the Department of Athletics. The Counselor shall determine the appropriate form(s) of intervention and rehabilitation needed by the student-athlete, based on the circumstances of the case. All treatment plans will include regular follow-up testing while in Safe Harbor.
- Each case will be reviewed in 30 day increments to determine if continuance or cessation is needed. At that time the counselor feedback, objective drug tests and subjective (i.e., SURE Screen) clinical measures, any student-athlete feedback, any new information, or substance abuse history may be taken into consideration.
- Failure to complete the treatment plan recommended by the Counselor or having a positive test for any banned substance that indicates new use while participating in the Safe Harbor Program, will be deemed an offense under the Drug Testing Program and will be treated as a positive drug test in accordance with the continuum of sanctions.
- Following the completion of a Safe Harbor treatment plan, a student-athlete will be subject to follow-up testing at the discretion of the SAC. Non-compliance will be treated as a positive drug test in accordance with the continuum of sanctions.
- A student-athlete may only enter into the Safe Harbor Program once. Re-entry will be considered only in exceptional circumstances, under the recommendation of the counselor designated by Athletics, and under the discretion of the SAC.

\*\*If a student-athlete is receiving counseling and/or treatment from an outside physician/counselor, he/she will be required to be evaluated by a Department of Athletics physician/counselor before being cleared to return.

## Roadrunner Leadership and Professional Development Academy

### Background

Intentional leadership and professional development programming align with both the vision and purpose of our Athletic Department as well as the mission, vision and core values of UTSA.

Key benefits of implementation include:

- Facilitate first-year transitions into the Roadrunner Family
- Develop self-awareness
- Become focused and deliberate in daily actions
- Identify and overcome obstacles to success
- Embrace a growth mindset and adapt to change
- Build positive and trusting relationships with the campus community
- Develop core competencies and marketable skills
- Improve student-athlete's career readiness
- Prepare student-athletes to present themselves professionally

## Program Vision

To create transformational experiences which positively impact the lives of UTSA Student-Athletes and their communities.

## Program Mission

The Roadrunner Leadership and Professional Development Academy supports UTSA student-Athletes in their pursuit of excellence through the development of tools, skills and the confidence needed to navigate both college and life after sports.

## Programming Components

### ***Transition Programming***

- New Student-Athlete Orientation (Freshmen / Transfers)
- AIS for Student-Athletes (Freshmen / Transfers)
- International Student-Athlete programming (in development)
- Student-Athlete Peer Mentor Program

### ***Roadrunner Excellence and Leadership (REAL) Institute***

- Rising Sophomores and Juniors Eligible
- Cohort of 20-25
- Curriculum delivered over 1 academic year
- Frequency: Monthly (Sept-May)
- Application of skills developed through special project / program (ex. Development and facilitation of leadership program/summit for all student-athletes to attend, community service opportunity, Peer Mentor Program)

### ***Career Development Programming – Roadrunners Ready***

- Through AIS curriculum, Freshmen focus on self-awareness and major/career exploration
- Sophomores develop personal career action plans with the help of the Career Center
- Juniors and Seniors participate in digital badge program - Roadrunners Ready - a combination of mandatory and optional career development programs
- Following completion of the Roadrunner Ready programming, student-athletes will earn the digital badge signifying completion of competencies in preparation for life after sports.
- Building: Former Student-Athlete Mentor Program (Letter winners) – utilizing Roadrunner Network – collaboration with Career Center, Alumni, Development.
- Experiential learning opportunities

### ***Personal Wellness and Prevention Programming***

- Speakers/Trainings/Workshops supporting student-athlete wellbeing
- Topics may include, but are not limited to: Mental Health, Sexual Assault Prevention, Nutrition, Diversity and Inclusion, Financial Literacy
- Minimum of one mandatory topic focused on per semester; optional offerings
- Mental Health –Peer Mentor program (in development – launching Fall 2022) Collaboration with Sports Medicine / UT Health.

## Community Engagement: Service Hours

UTSA Athletics believes in the importance of giving back to the community through engagement and outreach. As such, student-athletes participate in department wide service events as well as both team and individual service projects. Student-Athletes should complete a minimum of 6 community service hours per year. Student-Athletes volunteer their time at local schools, hospitals, youth leagues, non-profit organizations and more.

### ***Tracking Community Service Hours***

Student-Athletes participating in community service not arranged by their Team or UTSA Athletics should utilize RowdyLink to ensure track service hours for their Co-curricular transcript.

- Log into: rowdylink.utsa.edu
- Username: abc123
- Password: Passphrase
- Click on your initial (top right of page) and select 'Service Hours'
- Click blue '+Add Service Hours' button located on top right of screen
- Select 'UTSA Athletics'
- Provide a brief description of the community service activity you participated in (this should include the name of the organization and what you did while there. Example: SA Food Bank, sorted items at the warehouse.)
- Indicate the date the activity took place, how many hours and minutes you volunteered and list a verification contact (this can be the organization you volunteered with, the person who organized the volunteer activity (coach, etc.) or list stefanie.cisneros@utsa.edu

## Runners Go Bold NIL Education

### **Purpose**

Comprehensive and innovative Name, Image, Likeness (NIL) program designed educate and equip Roadrunner student-athletes with the knowledge and skills to build their personal brand, maximize their platform, and understand the Texas NIL law.

**Understanding NIL** (presented during annual Welcome Back and Compliance Meetings)

- o Rights
- o Responsibilities
- o Limitations

**Personal Branding and Brand Management** (workshops presented by UTSA faculty from Communications/Public Relations and Marketing Departments) o Building, Marketing and Managing Your Brand

- o Developing a Pitch
- o Effectively Using Social Media to Boost Your Brand

**Financial Literacy** (Curriculum presented by Corporate Partner, Credit Human. Tax Presentation by UTSA Alum.) o Managing Cash Flow

- o Understanding Credit and Debt Management
- o Taxes
- o Savings and Investment

**Business Development and Entrepreneurship** (Curriculum offered through online modules and in person workshops. Access to mentors through Roadrunner Network.) o Business Plans

- o Understanding Contracts and Agreements
- o Social Entrepreneurship
- o Access to the Entrepreneurs Academy (via Student Innovation and Entrepreneurship)
- o Access to the UTSA Small Business Development Center Advisors and Workshops

# Awards and Recognition Programs

## Criteria for Varsity Letter Awards

- Regular attendance at all practice sessions unless absence is due to academic priority (i.e. class falling within practice times).
- Participate in at least 25% of scheduled competitions and exhaust a year of eligibility.
- Student-Athlete must be a good representative of their team, UTSA Athletics and the UTSA community.
- Proper use and return of all Athletic Department equipment.
- Demonstration of good sportsmanship and team loyalty.
- Final decision on who will be recommended for a letter award will be at the discretion of the Head Coach.

1 <sup>st</sup> year award	Fleece blanket including chenille UTSA letter and corner embroidery
2 <sup>nd</sup> year award	Leather, logo embossed portfolio
3 <sup>rd</sup> year award	Soft shell jacket embroidered with logo
4 <sup>th</sup> year award	Personalized framed chenille letters

## The Rowdys

All-sport awards/recognition program, reception and social activity hosted at the conclusion of the academic year.

Awards presented include, but are not limited to:

- Outstanding Female Athlete of the Year
- Outstanding Male Athlete of the Year
- Coach of the Year
- Newcomer of the Year – Female
- Newcomer of the Year – Male
- Clutch Play / Player of the Year
- Moment of the Year
- Strength & Conditioning Awards
- Roadrunner All-Academic Team
- Team of the Year (Fall / Spring)
- Upset of the Year
- Run as ONE Team Award
- Roadrunner Pride Award
- University Life Awards
- Rowdy Award for Best Teammate
- Joey Longoria Inspiration Award
- Academic Athlete of the Year – Female
- Academic Athlete of the Year – Male
- Letterman Award – Female (outgoing Senior)
- Letterman Award – Male (outgoing Senior)

## Link to Department of Athletics Staff Directory

<https://goutsa.com/staff-directory>