

Student-Athlete Handbook

2024-2025



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Letter from Associate VP / Director of Athletics

Welcome, Valkyries!

As your Associate VP/Director of Athletics, it is truly my pleasure to welcome you to campus for the 2024-25 academic year. Our department is very excited about the upcoming year, and we cannot wait to get started! We have an incredible team of administrators, coaches, and support staff ready to serve you and provide you with the resources you need to reach your fullest potential as a student-athlete at Converse University.

My hope for each of you is that you will pursue excellence in everything you do. By pursuing excellence, you will become the best version of yourself, and becoming the best you can be will lead to an incredible year! There's no limit to what we can accomplish if we work together, stay committed, and keep our priorities straight.

Those priorities include attending and participating in class. Take pride in doing well in school, and help us achieve our cumulative grade point average goal (3.1) each semester. You all have performed very well in the classroom over the last six years, and I am so proud of how we prioritize our academics. With a full commitment to academics and with the help of our campus resources, you will continue to be successful.

Last year, several of you broke individual and team records, and we won more conference championships! I am so proud of everything you accomplished, and I look forward to seeing you achieve even more this year. 18 of our 21 programs competed in their respective post-season tournament last year, but let's strive to get all 21 programs in the postseason this year. The level of excitement going into this year is quite high, and I hope you all continue to do your part in keeping it that way.

When it comes to community service, we served more than 1,000 hours. That is an incredible accomplishment, especially when life as a student-athlete is so busy. I hope you will continue striving to make a difference on our campus and in the community. Get involved on campus, as this will improve your experience and help you become a more well-rounded student-athlete. As for the Spartanburg community, we will provide you with opportunities to serve others, but I encourage you to find ways to serve in areas in which you have a passion.

Throughout this year, we will do our part to develop and empower you to live a life of purpose by optimizing achievements in academics, competition, within our community, and in life. I challenge you to rise to the occasion and be bold and resilient as we strive to maintain excellence for Converse Athletics, as this is The Valkyrie Way!

Go, Valkyries!



Jenn Bell
Associate VP/Director of Athletics

Student-Athlete Support Directory

Title	Name	Phone Number
Administration		
President	Boone Hopkins	864-596-9050
Associate VP/ Director of Athletics	Jenn Bell	864-577-2059

Title	Name	Phone Number
Deputy Director of Athletics	Randy Loggins	864-577-2063
Director of Compliance & SA Success	Madeleine Collier	864-577-2094
Director of Athletic Operations	Andy Dulku	864-596-9671
Director of Athletic Communications	William Meyer	864-577-9388
Assistant Director of Athletic Comm	Caleb Browder	864-577-9388
Assistant Director of Digital Media	Camryn Findley	864-577-9388
Faculty Athletic Rep.	Jennifer Hawk	864-596-9402
Chief Inclusive Excellence Officer, Title IX Coordinator, Athletics Diversity & Inclusion Designee	Danielle Stone	864-596-9196
Head Coaches		
Acrobatics & Tumbling	Alexis Fowlkes	864-596-9708
Men's Basketball	Nick Pasqua	864-595-9610
Women's Basketball	Samantha Davidson	864-596-9679
Men's/Women's Cross Country	Mark Rennix	864-577-2055
Equestrian	Amelia Nowicki	864-577-2050
Esports	Katie Harry	864-577-2050
Field Hockey	Valerie Clarke	864-577-2036
Women's Golf	Patti McGowan	864-596-9633
Women's Lacrosse	Lauren Frost	864-577-2061
Men's/Women's Soccer	Rob Miller	864-596-9611
Softball	Jackie Huff	864-596-9395
Spirit Squad	Molli Hensley	864-577-2050
Men's/Women's Swimming	Logan Simpson	864-577-2058
Men's/Women's Tennis	James Smith	864-577-2056
Men's/Women's Track & Field	Brandon Morton	864-577-2055
Women's Volleyball	Alexis Ivey	864-577-2060
Athletic Training		
Head Athletic Trainer	Abby Barnes	919-324-2734
Assistant Athletic Trainer	Ryan Sanders	864-704-6807
Assistant Athletic Trainer	Kennedie Ebersole	814-706-9310
Strength and Conditioning		
Strength & Conditioning Coach	Kevin Darlington	803-603-9052
Assistant Strength & Conditioning Coach	Kylee Hanson	605-280-8860
Student Support Services		
Center for Student Development and Success		864-596-9016
Business Office		864-596-9592
Campus Safety		864-596-9026
Chaplain's Office		864-596-9078
Counseling Services		864-596-9595
Financial Aid Office		864-596-9019
Wellness Center		864-596-9258
Registrar's Office		864-596-9095
Student Writing Services		864-596-9597
Academic Affairs		864-596-9091
Campus Technology		864-596-9457
Resident Life and Student Life		864-596-9016

Converse University Academic Calendars 2024-25

[Fall 2024 Academic Calendar](#)

[January 2025 Academic Calendar](#)

[Spring 2025 Academic Calendar](#)

Mission Statement, Core Values & Philosophy

Together, we will rise to the occasion and be bold and resilient, as we strive to maintain excellence for Converse Athletics.

Vision

We will develop and empower student-athletes to live a life of purpose by optimizing achievements in academics, competition, within our community, and in life.

Core Values for Athletics

Excellence: Pursuing greatness in all we do - in the classroom, in the sports venues, in the community, and in life

Respect: Valuing self and others while embracing individual differences **Strength:** Having the physical and mental resilience to overcome adversity **Integrity:** Maintaining character by acting honestly and justly

Accountability: Holding self and others to a higher standard

Vision: Setting goals and striving to achieve them

Leadership: Using our voice and actions in a positive manner to maximize effort

Service: Meeting the needs of others for the greater good

Our Philosophy

Converse student-athletes have the opportunity to participate in a competitive sports environment that helps them learn the value of excellence, respect, strength, integrity, accountability, vision, leadership, and service. As an athletics department, we have identified significant existing strengths that will serve as platforms from which we will continue to deliver, expand, and improve: a proven track record of academic excellence, a measure of competitive success with two national championships and several conference titles, a focus on financial stability, emphasis on retaining student-athletes and growth, and prioritizing a well-rounded experience for all student-athletes. Together, we will rise to the occasion and be bold and resilient, as we strive to maintain excellence for Converse Athletics, as this is The Valkyrie Way.

The Athletic Department encourages the growth of each student – emotionally, socially, physically, and academically. Our athletic programs enhance our strong academic curriculum. We are resolved to continue to promote excellence in education.

The Athletic Department will follow the letter and spirit of the rules and regulations of the National Collegiate Athletic Association (NCAA). We will ensure all athletic contests, practices, and related activities are conducted in compliance with the principles of fair play and amateur athletic competition as defined by the NCAA.

As members of Conference Carolinas, Converse Athletics is committed to offering challenging NCAA competition in an environment that fosters student-athletes' academic and athletic achievements. All conference members offer exemplary education and scholarships for performance in the classroom and on the field and are committed to challenging adversity and building tomorrow's leaders.

The Athletic Department will promote pride in our university among faculty, students, and our surrounding community. In addition, we will demonstrate a strong obligation to and appreciation of the university and the alumni and friends who support the program.

Athletics Department Statement on Student-Athlete Conduct

It is a policy of the Athletics Department that each coach imparts to the student-athletes in his or her charge the acceptable and understandable standards of behavior and conduct in the classroom, in practice/competition and on/off campus. By virtue of a student's participation in an intercollegiate sport, every student-athlete is recognized and identified readily on campus. For this reason, and because a student-athlete's conduct reflects not only on themselves, but on the team, the Department of Athletics and the whole University community, expectations for the student-athlete's conduct go beyond that which is expected of other members of the student body. A student-athlete who puts on a

Converse University athletics uniform is representing the entire University community. Thus, student-athletes are expected to conduct themselves in a way in which Converse University is reflected in nothing but a positive light at all times.

All Converse University students are expected to comply with all of the rules and regulations of the University. Student-athletes are subject to the same disciplinary policies and procedures contained in the Code of Conduct that applies to any undergraduate or graduate student. Moreover, any student-athlete who is adjudicated through the campus judicial system as a result of his or her actions is also subject to additional sanctions in regard to participation on an intercollegiate athletics team.

Student-athletes are expected at all times to uphold the highest standards of excellence, respect, strength, integrity, accountability, vision, leadership, and service that will reflect well upon themselves, their coaches, teammates, the Department of Athletics, and Converse University. Participation in intercollegiate athletics is a privilege. Student-athletes who violate University expectations, rules, or standards of conduct are subject to disciplinary action and may be dismissed from a team and have all of their athletic privileges and resources revoked.

The Athletic Department will be notified of any recurring incidents of alleged misconduct on and off campus. Further, the Athletic Department will be notified when a student-athlete is alleged to have been involved in a single serious code violation. It is in the purview of the Associate VP/Director of Athletics (or his/her representative) and coach to consider the implications and results of official University judicial action and take any additional measures which are in the best interest of the intercollegiate program. Suspension from a team is an example of the type of action which may be taken. In any case, it's expected that the coach will review the student-athlete's situation and in consultation with the Associate VP/ Director of Athletics, take appropriate action.

Standards of Conduct that Apply to Student-Athletes

The following standards of conduct apply to all student-athletes:

1. Team Rules and Expectations. Each student-athlete is responsible for following the behavioral expectations for their teams. Coaches in consultation with the Associate VP/Director of Athletics and Sport Administrator will address violations of those expectations and rules should they occur.
2. NCAA Rules. All student-athletes must comply with all NCAA rules at all times.
3. University Student Code of Conduct.
4. University Honor Code.
5. Federal Law and Local Law. All student-athletes must comply with all laws at all time

Policy Application and Protocol

This Policy applies when a report comes to the attention of the Associate VP/Director of Athletics, Sports Administrator, or Head Coach that alleges that a student-athlete has committed an offense that violates the Team Rules and Expectations, NCAA Rules, the University Student Code of Conduct, University Honor Code, or federal or local law ("Report of Student Misconduct").

All employees of the Department of Athletics are required to report allegations of misconduct made by a student or others, to a Head Coach, Sports Administrator, or to the Associate VP/Director of Athletics. Any individual may report allegations of student-athlete misconduct to a Head Coach, Sports Administrator or Associate VP/Director of Athletics.

When a Report of Student Misconduct is received by the Associate VP/Director of Athletics, Sports Administrator, or Head Coach, all allegations and other relevant information will be reviewed to determine whether to issue interim or permanent "Athletics Sanctions" as defined below. The Associate VP/Director of Athletics and Sports Administrator may consult with other University Departments as appropriate during this process.

The following protocols will be followed:

1. The Department of Athletics will impose a suspension from all team activities in the following circumstances:
 1. A student athlete is arrested and charged with a criminal offense; and
 2. A student-athlete is found guilty by a court of a criminal offense;
 3. The Associate VP/Director of Athletics, in consultation with Sports Administrator, and Office of Student Affairs, after an individualized review of the circumstances, determines a student-athlete appears to pose a significant disruption to the team or the broader university community.

The length of the suspension from all team activities will be determined based on a review of the circumstances of the conduct.

2. . The Department of Athletics will impose a suspension from all team activities where the Office of Student Conduct finds a student-athlete responsible for a violation of the Code of Student Conduct and the student is suspended. The Department of Athletics may impose Athletic Sanctions, in other cases where a student-athlete is found responsible by the Office of Student Conduct for a violation of the Code of Student Conduct.
3. An interim Athletics Sanction may be imposed at any time during an investigation based on an individualized review of allegations and circumstances. The Associate VP/Director of Athletics, Head Coach, and Sports Administrator will review and determine whether the conduct warrants an interim athletics sanction.

Types of Athletics Sanctions

The Department of Athletics may impose a variety of interim and permanent sanctions in response to a Report of Student Misconduct, including, but not limited to:

Verbal Reprimand
Verbal or Written Warning
Interim Suspension from Athletic Contests
Interim Suspension from All Team Activities
Suspension for Athletic Contests
Suspension for All Team Activities
Dismissal from Team
Termination of All Athletic Privileges and Resources
Non-Renewal and/or Cancellation of Athletic Grant-In Aid

Sanctions issued by the Department of Athletics are separate, and may be in addition to, any sanctions imposed criminally, by coaches, by the Office of Student Affairs, or elsewhere.

Appeal

A student may appeal a sanction imposed under this Policy to the Associate VP/Director of Athletics. A student must make an appeal in writing within seven days of a sanction being imposed. All supporting material must be submitted in writing by the student with the request for review. Any Athletics Sanctions imposed will remain in place during an appeal.

Communication

Student-athletes are required to inform the Associate VP/Director of Athletics, Sports Administrator, or Head Coach of any complaints reported about them to the Office of the Student Affairs, and of any criminal arrests, charges, or convictions, as soon as possible after the incident. The withholding of information in an attempt to avoid sanctions is subject to further penalties as appropriate.

Student-Athlete Code of Ethics

As a student-athlete at Converse University, I understand that participation in the University's athletics program is a privilege. This opportunity gives student-athletes a chance to travel, represent their alma mater, and learn the importance of teamwork. I acknowledge that student-athletes earn this privilege by adhering to high standards of personal conduct and ethical behavior as set forth in this Code of Ethics.

All students have a duty to observe the policies, rules, and regulations of the University and accept and uphold its ethical standards of conduct. Students are expected to conduct themselves honorably, responsibly, ethically, and lawfully as to uphold the honor, reputation, and usefulness as a member of the Converse University community.

While all students must observe all University policies as stated above, the Athletic Department sets forth and emphasizes the following for student-athletes:

1. I acknowledge that it is my responsibility to honor the University's values which are set forth in its mission, vision, and values statement.
2. I understand it is my sole responsibility to be aware of and abide by all current and future University, NCAA and Conference Carolinas policies, procedures, rules and regulations.
3. I understand that it is my sole responsibility to be aware of and abide by all current and future federal laws, state laws and local laws and ordinances.
4. I understand that my coach is in charge of the behavior of the team and its individual members at all times.
5. I understand that I am a part of a team and I will abide by the principles of teamwork. I will not behave as if I am a one-person team.
6. I will honor the principles of true sportsmanship; refrain from using profanity, demonstrate fairness, and be hospitable to my opponent. I will exercise humility in victory and grace in defeat.
7. I will not gamble, wager or bet in any form on any athletic activity.
8. I will not engage in academic dishonesty including but not limited to cheating, plagiarism, and submitting work not my own.
9. I will not engage in trickery or invasion of rules in order to gain an advantage over an opponent.
10. I will not forge a University official's signature or falsify records of any kind.
11. I will not engage in behavior considered by the University to be harmful to the honor and reputation of the University, its athletic programs and my teammates.
12. I will not engage in any form of hazing or harassment.
13. I will not make, print, or publish any offensive, profane, or sexually suggestive language, or make, print, or publish any inappropriate, derogatory, or disparaging remarks about the University, the athletics program, faculty, staff or students, including on websites such as: Facebook, Twitter, etc.
14. I will strive, in both attitude and behavior, to make a positive contribution to the University, the athletics program, and my team.
15. I will respect myself, my coach, my teammates, game officials, and University officials at all times.
16. I will respect University property and facilities, including residence halls and academic buildings.
17. I will immediately report any misconduct or violation of University policies by my teammates or other student-athletes to my coach or Associate VP/Director of Athletics.

Student-Athlete Behavioral Statement

Participation in Converse Athletics is a privilege, and student-athletes are expected to behave in a manner that will reflect positively on their teams and University. As representatives of Converse Athletics and Converse University, it is the responsibility of the student-athletes to make positive decisions on campus and in the community. Behaviors that violate these expectations and reflect poorly on the student-athlete, athletic department, and University will be met with proportional consequences. Such behaviors will be identified at the discretion of the senior athletic administration but may include activities involving alcohol, drugs, illegal performance-enhancing substances, tobacco, and vaping, as well as bullying, harassment, hazing, vandalism, theft, assault, and illegal acts resulting in police and/or campus safety involvement. Offenses of this nature will be evaluated on an individual basis and may

result in suspension or removal from Converse Athletics, as determined by the senior athletic administration. Alcohol and drug-related offenses that result in police involvement may also be treated as violations of the Converse University Student-Athlete Behavioral Policy and may result in consequences in excess of those mentioned and University code of conduct. If a student-athlete is charged with serious misconduct by the University, he/she may be permanently removed by the senior leadership team within athletics.

Student-Athlete Conflict Resolution Resources and Procedures

Converse University Athletics is committed to the fair treatment and well-being of all student-athletes. Should a student-athlete feel they have been treated unfairly, received improper treatment, or a policy or procedure has been administered in a manner that is detrimental to the student-athlete, student-athletes are encouraged to bring concerns about such actions to our attention through the three-step grievance process outlined below. Converse has additional resources available that provide other supportive measures and informal and formal conflict resolution pathways, including specific protocols on how to report sex and gender discrimination and harassment or bias.

Submitting an Athletics Complaint via Guardian:

https://converse.guardianconduct.com/incident-reporting/new?incident_type=Athletics%20Complaint

Student-Athlete Conflict Resolution Procedures

Step One: Student-athletes are encouraged to contact the head coach of his/her sport to discuss any concerns the student-athlete may have about playing time, playing performance, coaching strategy, treatment of and/or coach behavior toward the student. These decisions are only subject to review pursuant to this process if the student-athlete alleges that the coach's decision was based on an improper motive. Student-athletes who want to meet with the coaching staff should request a meeting with the head coach before or after practice, or they should call, text, or email the coaching staff to set up an appointment. Note: Student-athletes who are not comfortable raising an issue or complaint with the coaching staff member should communicate with the appropriate sport administrator. The sport administrator list can be found on the Converse Athletics Staff Directory: <https://govalkyries.com/staff-directory?path=general>.

Step Two: If the student-athlete and the member of the coaching staff cannot resolve the issue, the student-athlete should make an appointment with the appropriate sport administrator. The sport administrator will work with the student-athlete and the member of the coaching staff to attempt to resolve the issue.

Step Three: If the student-athlete and the sport administrator cannot resolve the issue, the student-athlete should request a meeting with the Associate Vice President and Director of Athletics. The Associate Vice President/Director of Athletics will work with the student-athlete, sport administrator, and head coach to attempt to resolve the issue. The decision of the Associate Vice President/Director of Athletics is final and will be provided to the student-athlete, sport administrator, and head coach in writing within a reasonable amount of time.

Either the sport administrator or the Associate Vice President/Director of Athletics may recommend to the student-athlete that he or she continues working with the relevant coach to resolve the conflict informally.

For questions regarding the Student-Athlete Conflict Resolution Procedures, please contact the Associate Vice President/Director of Athletics, Deputy Director of Athletics, or Director of Compliance and Student-Athlete Success.

Converse University Sex & Gender Discrimination and Harassment Policy and Title IX Sexual Harassment Grievance Procedures

Converse Cares

All members of the Converse community are encouraged to resolve conflicts directly with all parties involved in a given situation. Students are expected to speak openly with peers, faculty, and/or staff to address concerns and find solutions. However, there are times when circumstances warrant direct reporting to the appropriate source for resolution. Converse provides opportunities and processes for students to report incidents related to Honor, Civitas, Sexual Harassment, and any form of grievance that may emerge during the course of their experience. Reports are given directly to the appropriate area contact to advance investigations and reconciliation. <http://www.converse.edu/life-at-converse/student-development-success/converse-cares/>

Additional student grievance policies and procedures can be found in the Converse University Student Handbook: <https://catalog.converse.edu/undergraduate-student-handbook-20242025>

Converse University Sex & Gender Discrimination and Harassment Policy and Title IX Sexual Harassment Grievance Procedures

Note: The full policy can be found on My.Converse, as well as at Converse.edu:

<https://www.converse.edu/life-at-converse/campus-services/general-safety-tips/sexual-misconduct/>.

This excerpt serves to provide basic information to Students, Faculty, and Staff. The full policy should be referenced for further information.

Important information for individuals who may be victims of sexual assault: If you or someone you know may have been a victim of sexual assault or any other type of sexual misconduct, you are encouraged to seek immediate assistance. Assistance can be obtained 24 hours a day, seven days a week from the Residence Director on call at 864.621.7114 or call Campus Safety at 864.596.9026.

For additional information about seeking medical assistance and emotional support, as well as important resource information, contact a member of the Wellness Center staff at 864.596.9258 or wellnesscenter@converse.edu.

During business hours, you also are encouraged to contact one of the following individuals:

Title IX Coordinator:

Danielle Stone, MUEd
Chief Inclusive Excellence Officer
864.596.9196
Danielle.stone@converse.edu
Location: Montgomery 202H Campus Representative 79

Title IX Deputy Coordinators:

Keshia Gilliam, PhD
Director of Human Resources
864.596.9029
keshia.gilliam@converse.edu
Location: Carnegie 204

Tori McLean Good, EdD
Director of Career Development and Employer Relations

864.596.9647
tori.good@converse.edu
Location: Wilson 352

Bias Support

Converse University values and celebrates the diverse backgrounds, cultures, experiences, and perspectives of our community members. By encouraging and celebrating these differences, we create an environment that promotes freedom of thought and academic excellence. Converse denounces bias-related conduct as a violation of the University Honor Code.

Bias-related incidents, including slurs based on racial or ethnic identity, faith tradition, gender expression/identity, sexual orientation, ability, and others, create a hostile educational, living and working environment, and such acts are not tolerated in our academic community.

To Report a Bias Incident:

<https://docs.google.com/forms/d/e/1FAIpQLSc82hwRhg7gFM78kQdZ4lcPCHhM47iXSJTSYCff3Y3voViQHA/viewform>

Non-Discrimination Policy

Converse University is an independent, privately-supported institution committed to providing a high-quality education to qualified students regardless of race, color, creed, religion, sexual orientation, disability, age, national or ethnic origin, veteran status, genetic information, or any other status protected by applicable federal, state, or local law unless allowed by law and deemed necessary to the administration of the University's educational programs or operations. This policy applies to all of the University's operations, including but not limited to, the administration of all educational, athletic, financial, and employment activities. The University's policies comply with the requirements of Title VII of the Civil Rights Act of 1964 and all other applicable federal, state, and local statutes, regulations, and guidelines. For more information, call the director of human resources: (864) 596-9029.

The Chaplain's Office

The Office of the Chaplain provides programs and support to nurture the spiritual growth of Converse students, faculty, and staff within their own faith traditions and to promote awareness of various religious and non-religious expressions. Through fellowship, prayer, outreach, study, and worship, members of the Converse community can deepen their understanding of spirituality and service. This integration of personal reflection and social action leads to the fulfillment of the Converse University Founder's Ideal to "see clearly, to act justly, and be faithful to God and humanity."

Learning about different Christian denominations and other religious traditions helps students to affirm what they already believe and enables them to relate to people from diverse backgrounds with respect. The University is committed to assisting students in developing these interpersonal skills, which are essential for living and working productively in our global society. This commitment stems from the Founder's Ideal, which states that Dexter Edgar Converse wished for the university to be "liberally and tolerantly Christian."

For specific information or questions about services, programs, and local places of worship, students are asked to contact the Chaplain at 864-596-9078 or to visit the Chaplain's Office in the Montgomery Student Center (Montgomery 201A).

Confidentiality and Prohibition Against Retaliation

This procedure is intended to support a culture of open communication within the Department of Athletics and to provide student-athletes with the tools to engage in proactive conflict resolution around unique issues that may arise as a part of the student-athlete experience. The university will

maintain information disclosed or collected pursuant to a grievance filed under these procedures as private and confidential pursuant to university policies regarding student and employee records and applicable laws, including the Family Educational Rights and Privacy Act (FERPA).

Information maintained by the university under these procedures, which may include the names of parties and witnesses, will remain confidential and will only be shared based on what is allowable under university policy (for example, information may be shared with those who have a legitimate educational need to access this information to resolve and address the matter and implement remedies). The university prohibits retaliation by any member of the university community (students or employees) against any individual who participates in this grievance procedure, including but not limited to anyone who files a grievance or provides information as a part of the grievance process. Retaliation is an adverse action or threat of adverse action taken against an individual for reporting or participating in any grievance or resolution process that would dissuade a reasonable person from engaging or participating in any process under this procedure. Any individual who is engaging under this procedure and believes they are experiencing retaliation should report the issue immediately.

The Wellness Center

The Wellness Center promotes the physical, mental, emotional, and spiritual health and well-being of the campus community by providing an innovative, effective, and holistic array of services and programs. We provide these services in a caring, supportive, and compassionate environment in which the diverse social, religious, and cultural identities of the members of our campus community are respected, valued, and affirmed. At the Wellness Center, students can find resources for self-awareness, medical issues, relaxation, stress management, sexual health, and interpersonal relationships. The Center is located on the first floor of Andrews Hall at the rear of the building and offers regular office hours Monday through Friday. (Availability may be limited during summer and times when the University is closed.) Students can make appointments or find out more information by calling the Wellness Center at 596-9258 or emailing: wellnesscenter@converse.edu.

Nothing herein is intended to discourage a student-athlete from seeking advice and guidance from any member of the Athletic Department.

From the Converse University Student Handbook

The Converse University community discourages all acts that violate the well-being of our environment. Violations include but are not limited to unwelcome behavior which questions, nags, pesters, and/or harasses others for information, disrespect for authority; lewd and vulgar language expression and behaviors; vandalism; harassment; bullying/ hazing; assault; and violation of the consensual relationships policy.

Assault is defined as an attempt, made with force or violence, to do harm to another person. Violations include but are not limited to pushing, striking, or physically attacking any member of the faculty, staff, student body, or guests of members of the community.

Consensual Relationships: In their relationships with students, members of the faculty and staff at Converse are expected to be aware of their professional responsibilities. Sexual relations (which include contact of a sexual nature) or requests for sexual relations between students and faculty/ staff members are fraught with the potential for exploitation and must be avoided and prohibited. All faculty and staff at Converse in violation of this policy may lead to disciplinary action by the University, up to and including termination.

Harassment disrupts the environment the University seeks to maintain. The University is committed to maintaining a working and learning environment that is free from harassment. The University does not approve of harassment of any type within the workplace and will not tolerate the harassment of its employees or students by anyone, including faculty, staff, managers, administrators, customers, vendors, or students. Harassment consists of unwelcome conduct that is based upon an individual's protected status such as race, color, religion, genetic information, sex, pregnancy, national origin citizenship,

disability, veteran status, age, sexual orientation or any other characteristic protected by law. While all forms of unlawful harassment are prohibited, sexual harassment deserves special attention. (SEE CONVERSE TITLE IX POLICY)

Hazing encompasses any activity or activities which do not contribute to the positive development of an individual or which cause fear, intimidation, physical exhaustion, mental or physical discomfort or anxieties, human degradation, public humiliation, or public embarrassment. No organization or student may participate in the activity of hazing on the Converse University campus or at any off-campus location. Hazing is forbidden by the laws of the State of South Carolina. The following shall not constitute a defense against hazing: that participants took part voluntarily, that participants voluntarily assumed the risks or hardships of the activity, or that no injury was suffered.

Faculty, staff and students may submit complaints involving harassing behavior at the Converse Cares webpage: <http://www.converse.edu/student-life/converse-cares>

Disclaimer: If a student-athlete is involved in any of the above activities or any other inappropriate activities on campus, the information will be reported to the Athletics Department

Social Media Policy

What is social media?

Social media refers to the use of web-based and mobile technologies to turn communication into interactive dialogue. Some examples of social media are Facebook, Twitter, Snapchat, TikTok and Instagram.

Playing and competing for Converse University is a privilege. Student-athletes at Converse are held in the highest regard and are seen as role models in the community. As leaders, it is the student-athlete's responsibility to represent their team, their University, and themselves in a positive manner at all times. Negative material found by third parties outside of the Converse University community can portray a bad image of the student-athlete, the athletics department, as well as Converse University. These actions can also be detrimental to the student-athletes' future employment.

Expectation:

While Converse University recognizes athletes' right to participate in social media accounts, it maintains and will enforce a code of conduct for each party

Examples of inappropriate and offensive behaviors:

- Photos, videos, comments, or posts showing the personal use of alcohol, drugs, and tobacco e.g., no holding cups, cans, shot glasses, etc.
- Photos, videos, and comments or posts that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments, or posts that condone drug-related activity. This includes but is not limited to, images that portray the personal use of marijuana and drug paraphernalia.
- Content online that would constitute a violation of Conference Carolinas or NCAA rules (examples: commenting publicly about a prospective student-athlete. Providing information related to sports wagering activities, soliciting impermissible extra benefits).
- Information that is sensitive or personal in nature, or is proprietary to the Converse Athletics Department or the university, which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).
- It is suggested that student-athletes not communicate with a prospective student-athlete that may be in the recruiting process with Converse University.

Sanctions:

If a student-athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties:

1. Written warning
2. A meeting with the Associate VP/Director of Athletics and Head Coach
3. Penalties as determined by the Athletics Department, including, but not limited to, possible suspension or removal from their athletic team.
4. If deemed severe enough, the Athletics Department will turn all information over to the University judicial review board for further disciplinary action.

Cyber Bullying:

Content online that is unsportsmanlike, derogatory, demeaning, or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent, or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, or illegal drug use).

Digital Footprint:

- Take into account that nothing is ever truly deleted from the internet. Don't say anything that wouldn't be said in public or to the media.
- Student-athletes should not post their email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who is added as a friend on social media - many people are looking to take advantage of student-athletes or to seek connection with student-athletes.

If individuals are ever in doubt of the appropriateness of their online public material, consider whether it upholds and positively reflects one's own values and ethics as well as the Converse Athletics Department's and the University's.

The Converse University Athletic Department will not be engaged in regular active monitoring of student-athletes' social media pages. However, coaches and athletic administration have the right to address improper usage of social media and statements that may be considered detrimental to the team or the department.

Also, failure to adhere to this policy and guidelines may result in consequences that include suspension or removal from the athletic team and may be subject to additional penalties imposed by the NCAA, Conference Carolinas, or Converse University.

Conference Carolinas Sportsmanship Requirements

NCAA Statement (NCAA Bylaw 10.01.1)

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics, and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Conference Carolinas Sportsmanship Statement

The presidents, faculty athletics representatives, directors of athletics, senior woman administrators, and coaches in the Conference are committed to maintaining sportsmanship and healthy competitive environments. Conference Carolinas will strive to promote environments that are hospitable; the

Conference does not believe that it is desirable to create a hostile environment for intercollegiate athletics contests. The members believe that part of the mission of intercollegiate athletics programs, within an educational context, should be to set an example for students and communities of how to act with sportsmanship and respect for opponents. Therefore, Conference Carolinas expects all participants to treat opponents and officials with respect. Failure to do so may lead to penalties. Trash talking, taunting, baiting, celebrations that demean opponents, vulgar or profane language, intimidating actions, fighting, attempts to injure, and any other malicious or violent conduct may be penalized by contest officials and/or the Conference. At the same time, the Conference has no desire to take away the joy and exuberance that naturally occurs following an exciting play or contest. Rather, the intent of the Conference is to encourage sportsmanship and honest competition.

Conference Carolinas Student-Athlete Pledge of Sportsmanship

As a Conference Carolinas student-athlete, I understand that the use of inappropriate language, taunting, baiting, or the use of unwarranted physical contact directed at opposing players, coaches, or fans is contrary to the spirit of fair play and sportsmanship the Conference expects of its members. I understand that any unsportsmanlike action during the course of a contest may result in an immediate penalty assessed to my team or me. Furthermore, I understand that game officials have been instructed that they may assess such penalties without prior warning. In signing this form, I pledge my efforts to promote Conference Carolinas sportsmanship policies.

Conference Carolinas Officials Sportsmanship Statement to Captains

The Conference Carolinas requires officials to enforce all rules regarding unsportsmanlike conduct by players and coaches. Specifically, trash talking, taunting, baiting, celebrations that demean opponents, and vulgar or profane language may be penalized without warning. Fighting or other malicious conduct will result in ejection. Coaches may not protest a penalty for unsportsmanlike conduct. We have been instructed that it is not necessary to issue warnings during the contest. It is strongly suggested that you remind your team of this policy

Converse University Student-Athlete Academic Policies

As a student-athlete at Converse, you are responsible not only for the [Academic Standards](#) listed in the Student Handbook and in the Undergraduate Catalog but also for specific Athletic Department Academic Regulations.

Converse Study Hall Rules

The Converse University Athletic Department wants our student-athletes to strongly uphold the educational integrity of our university. Study hall requirements are established and monitored by individual teams. These requirements can be based on class, GPA, academic standing, etc. Head coaches will communicate requirements to their student-athletes at the beginning of the year.

Converse University Student-Athlete Advisory Committee

The Student-Athlete Advisory Committee (SAAC) is a committee made up of student-athlete representatives from each program on campus, assembled to provide insight into the student-athlete experience. The SAAC offers input on the rules, regulations, and policies that affect student-athletes' lives. The SAAC promotes communication between student-athletes and the athletics administration. Each program has two student-athletes who represent their team as a member of SAAC. SAAC representatives are the student-athlete voice and should be committed to making the student-athlete experience better for their fellow teammates. If a student is interested in joining SAAC, they should contact their coach or the designated SAAC advisor.

Study Hall and Academic Policies

Converse University Student-Athlete Academic Policies

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Dropping or Withdrawing from a Course

Under NO circumstances can you drop or withdraw from a course without getting prior approval from the Director of NCAA Compliance and Associate VP/Director of Athletics. Doing so without approval could subject you to becoming immediately ineligible and/or could affect your eligibility for the following term under NCAA academic regulations. (see NCAA Athletic Academic Requirements, p.8) It is also important that any schedule change be reported to the Director of NCAA Compliance as well so that they will be able to monitor your degree progress more effectively.

Full-Time Enrollment

Student-athletes are required to enroll in a minimum full-time course of study (12 credit hours) for both the fall and spring terms. Dropping below full-time status will render you immediately ineligible for competition as well as practice.

Class Attendance

As a Converse University student, class attendance is extremely important. In addition, it is even more important for the student-athlete. Keep in mind that your team's travel schedule may require some class absences. Therefore, all absences for non-athletic reasons will not be tolerated. The policy of the athletic department is a no-cut policy (exception: athletic contests). If the athlete needs to miss a class, it is their responsibility to inform the professor and their respective coach. If an athlete is caught skipping class, disciplinary actions will be handed down by the respective coach and/or the Athletic Director. Different professors have different class attendance requirements and it is important to make yourself aware of them when the course begins. During the first week of classes, student-athletes should present their game schedule to their professors and discuss any potential missed class conflicts. This ensures that the professor knows from day one that some absences may be necessary, and the athletic department is committed to assisting however possible with any problems this might create.

*Please note: Do not expect your professors to remember when you plan to be absent – keep them informed and stay in constant communication with them throughout the term.

Academic Eligibility

The Athletic Department requires that all student-athletes remain in [good academic standing](#) at all times. If at any time you drop below good academic standing, you will be subject to any one or all of the following consequences: loss of competition, travel and practice privileges, reduction or loss of financial aid (both athletic scholarship and/or other school monies, i.e. academic scholarship), and/or other penalties.

In order to be eligible for competition, student-athletes must have at least a 2.0 cumulative GPA at the start of each Fall semester. Failure to meet this requirement will result in ineligibility until the cumulative GPA is brought back up to at least a 2.0.

Satisfactory Progress

The NCAA requires that a student-athlete pass at least twenty-four (24) degree hours each academic year in order to remain eligible. Of those twenty-four (24) hours, nine (9) must be earned each semester, and eighteen (18) hours must be earned between Fall, Jan Term, and Spring semesters. Summer classes may be used to meet the 24-hour requirement but cannot be used to meet either the 9 or 18-credit-hour requirements. These must be “degree” hours, meaning they fulfill a requirement related to your designated degree program. During the time of which you may be undecided about your major, all hours passed will be considered degree hours.

Designation of Degree Program

A student-athlete shall declare a major by the beginning of their third year of enrollment (fifth semester) and thereafter shall make satisfactory progress toward that specific degree (This must be done prior to the first day of class) in the registrar’s office. This provision also applies to a transfer student-athlete who is entering their third year of collegiate enrollment. A designation of degree must be communicated to the NCAA Director of Compliance as soon as it is made to ensure your athletic eligibility. The NCAA Director of Compliance will at some point request that you fill out a Degree Designation Form (DDF). Please do so in a timely manner to maintain your eligibility.

Summer School

Should you fall short of the required 24 hours at the end of the spring term, you will be required to attend summer school in order to be eligible the next fall (see Satisfactory Progress above). If you wish to attend summer school at another institution, you must clear it with the Registrar’s Office. Failure to do so will result in your ineligibility in the fall.

Also, note that courses taken at another institution will not change your Converse GPA. Therefore, if you are needing summer school for GPA purposes, you must take those courses here at Converse in order to affect your GPA.

Please note: There is no financial assistance available for summer school, regardless of your scholarship status. You may, however, apply for loans through the Financial Assistance office.

NCAA Compliance

Compliance and the Student-Athlete

Compliance with the NCAA and institutional rules/regulations is an integral part of the Department of Intercollegiate Athletics at Converse University. As student-athletes, you have a vested interest in ensuring compliance with the guidelines outlined by the NCAA and Converse officials. When you sign the NCAA forms at the beginning of the year, you state that you have abided by all of the NCAA’s rules governing student-athletes.

Falsification of facts on any forms is a major violation of the rules/regulations and could result in the suspension of your eligibility to compete in intercollegiate athletics at this institution. It is your responsibility to know and abide by the guidelines set forth by the NCAA and Converse University.

NCAA Regulations

Playing Season Regulations

During the championship segment, teams are permitted a maximum of twenty hours per week of countable athletically related activities, with no more than four hours of countable activity during a single day. Student-athletes must be provided with at least one day off during the week.

During the non-championship segment, teams are permitted a maximum of fifteen-twenty hours (varies by sport) per week of countable athletically related activities with no more than four hours of countable activity during a single day. Student-athletes must be provided with at least two days off during the week.

Outside of the playing season, teams are permitted a maximum of eight hours per week of countable athletically related activities with no more than four hours of countable activity during a single day. Of the eight hours, no more than four hours can be spent on team activities. This activity may be supervised by any member of the coaching or strength and conditioning staff. Student-athletes must be provided with two days off during each week of this period.

SAAC representatives will be required to sign off on weekly logs during the year indicating that your coach has not exceeded these guidelines. If you know you have been required to do more than what is permissible, contact the Director of Compliance immediately and the matter will be handled confidentially.

Request for Permission to Contact/Transfer

If an athlete wishes to transfer to another institution, they must first have a meeting with their coach. Afterwards they need to request a meeting and submit a written request to the Director of Compliance to be placed in the Transfer Portal. Once a written request to transfer is submitted, the student-athlete will have no guarantee of scholarship renewal if they decide to remain at Converse the following year. Student-athletes are subject to the applicable Intra-Conference Transfer Policy. Appeals to the Intra-Conference Transfer Policy cannot be appealed to the institution; an appeal has to be made through the conference office.

Financial Aid/Scholarships

Per NCAA legislation, Division II scholarship agreements are only valid for one academic year. The coach reserves the right to cancel scholarships for non-athletically related reasons as stated in the athletic agreement the student-athlete signed. Appeals can be made within 7 days of cancellation to the Converse University office of Student Financial Services, who will convene members of the Committee on Intercollegiate Athletics in a timely manner. Student-athletes also must report all scholarships to the financial aid office in order to prevent a NCAA violation of receiving more than the cost of attendance allowance.

Note: In accordance with NCAA rules on financial aid to student-athletes, all scholarships are only awarded on a year-to-year basis. Renewal of your athletic scholarship is not guaranteed for the following year (especially for academic reasons). During the yearly period of award, athletic scholarship may be reduced or canceled if the student-athlete (a) renders themselves ineligible for intercollegiate competition, (b) fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement, (c) engages in serious misconduct warranting substantial disciplinary penalty, or (d) voluntarily withdraws from a sport at any time for personal reasons.

Additional Note: The Office of Admissions awards scholarships and grants that require minimum GPA requirements that may be higher than 2.0. If you have been awarded academic monies from the Office of Admissions, please make sure you are aware of the requirements associated with your specific grant or scholarship.

Renewal, Reduction, or Nonrenewal of Athletics Aid

Regarding the Renewal, Reduction or Nonrenewal of Athletics Aid – On or before July 1 of each year, the Director of Financial Assistance will send out letters to returning student-athletes indicating their athletics aid renewal, reduction, or nonrenewal. In the case of the renewal of a student-athlete's athletic aid, the letter (Appendix 3.3.3) will accompany the Athletics Grant InAid Agreement (Appendix 3.3) to be sent out of the athletic department. In the case of the reduction (Appendix 3.3.3) or nonrenewal (Appendix 3.3.3) of a student-athlete's athletic aid, the student-athlete will be sent a letter indicating the change as well as detailing their opportunity for a hearing to appeal the action. The letter to the student-athlete must include information about Converse's appeal process regarding athletic financial aid. If a hearing is requested, the student-athlete will go before the Financial Aid Appeals Committee that is already in place for all financial aid appeals.

NIL, Outside Competition, and Violations

Name Image and Likeness/Promotional Activities

Before participating in any institutional, charitable, educational, or monetary promotion, check with the NCAA Director of Compliance ahead of time to fill out the appropriate forms. The Converse University Name, Image and Likeness Policy can be found [here](#).

Outside Competition

Please consult with the NCAA Director of Compliance if you intend to participate in any form of outside competition, meaning competition other than your sport(s) at Converse University. This also refers to competition during the summer. There are strict NCAA rules governing this area which if violated could cause a permanent loss of eligibility.

Self-Check and Knowledge of Violations

If at any time you are doing something that “just doesn't feel right,” please contact the Director of NCAA Compliance for assistance. NO question is a dumb question, and it is always better to be safe than sorry.

Remember that your eligibility could be affected by a violation. Also, it is your responsibility to report any known NCAA violation to the Director of Compliance, whether this involves you or another student-athlete.

Alcohol Policy

It is not the intention of this department to deny the student-athlete individual rights; however, we do prescribe a social conscience consistent with the laws of this state and nation.

The State of South Carolina has a legal drinking age of twenty-one (21). If you are under 21, you are violating the law if you drink. Further, you violate several laws if you are 21 and provide alcohol to a minor. Please be sensible. Also, remember since you have chosen to be an athlete, you have accepted certain responsibilities. Your actions are more closely scrutinized by your peers and especially by “outsiders”. Understand your privileges and your responsibilities.

While the department does not have a blanket policy regarding alcoholic beverages, each head coach has the right to determine a policy for their team. You are expected to abide by the rules established by your coach and will be subject to any consequences associated therewith in the case of a violation. You will also be held accountable for the Converse University Alcohol Policy as outlined in the Student Handbook.

Important Note: You need to be aware alcohol in your system will show up on a drug test. Although alcohol is not a banned substance by the NCAA, a positive result will subject you to University violations

if you are under 21 years of age. You will be notified by the athletic department upon receipt of the results and will be asked to turn yourself in to the Civitas Council for violation of the Converse University Alcohol Policy.

Substance Abuse Policy

Introduction

The Converse University Department of Intercollegiate Athletics Substance Abuse Program has been developed to assist our student-athletes in bringing about a drug-free lifestyle. The Athletic Department is committed to the development and implementation of a substance abuse policy designed to assist student-athletes to meet the demands of both academic and athletic pursuits. We intend to help provide a safe, healthy, and drug-free atmosphere in which student-athletes can experience and grow as students and, most importantly, as human beings.

It is with this philosophy in mind that the Converse University Department of Intercollegiate Athletics has developed a Substance Abuse Policy with the following goals:

1. To provide current, factual information to all student-athletes regarding drug use/abuse.
2. To identify as quickly as possible those student-athletes who are abusing substances or who are at high risk of abusing substances and provide them with the professional assistance they require.
3. To develop and maintain an ethical, responsible drug testing program designed to act as both a deterrent to drug/alcohol abuse and as a method of identifying student-athletes who may already be involved with substance abuse.
4. To ensure the well-being and safety of student-athletes.
5. To provide a safe environment for intercollegiate athletic competition

By accomplishing these goals, the Athletic Department is fulfilling a responsibility it has toward the student-athletes who have been recruited to pursue their academic and athletic careers at Converse University.

General Information

The NCAA has strict rules about the use of drugs by student-athletes. Before practicing and competing in intercollegiate athletics each year, the student-athlete must sign a form agreeing to be tested for use of drugs prohibited by NCAA legislation. The student-athlete's signature indicates that they have read and understood the substance abuse policy and agree to comply with the policy and the consequences of any positive tests. Failure to complete that form will result in the student-athletes ineligibility until the form is signed. If a test reveals that the student-athlete has used any of the prohibited drugs, they may immediately be declared ineligible. The student-athlete may lose an entire season of eligibility or become permanently ineligible. Depending upon the particular sport and other circumstances, the team and the university may also be penalized.

Before consuming any nutritional/dietary supplement product, review the product with the athletics department staff. Nutritional/ dietary supplements are not well regulated and may cause a positive drug test result. Any product containing a nutritional/dietary supplement ingredient is taken at the student-athletes own risk. All coaches and athletic training staff have a list of prohibited drugs, see Appendix A. Student-athletes are responsible for knowledge of these substances and should avoid any use of them.

If at any time a student-athlete is taking prescription drugs, including over-the-counter medications for an illness or condition, the student-athlete MUST inform the Sports Medicine Department to prevent any possible complications. Although these drugs may be well-intentioned, they could result in a positive test result from the NCAA banned substances list. Proper documentation will be required from the prescribing medical doctor concerning the student-athlete's prescription.

Substance Abuse Education

The Converse University Athletic Department strives to prevent student-athletes from substance abuse. At the beginning of each academic year, all student-athletes will attend a mandatory educational session on supplement use, prescription drugs, drug testing procedures, prohibited substances, and consequences of use.

Students can check supplements and other items for banned substances using www.axis.drugfreesport.com. Students will choose NCAA Division II as their organization. The password is "ncaa2". Students can submit an injury for dietary supplements and drugs. Additional information can be found at <https://www.ncaa.org/sports/2015/6/10/ncaa-banned-substances.aspx>.

Drug Testing Procedures

Prohibited Drugs

All illegal drugs are strictly prohibited in the Converse University Athletic Department. Student-athletes, during the period of their eligibility to participate in intercollegiate athletics, may not use the prohibited drugs outlined in Appendix A. If an otherwise prohibited drug is being used at the prescription of a physician, the patient may continue to participate in athletics with proper medical documentation from the prescribing physician. See page 25 for NCAA Banned Drug List.

Program Description

The basic test to be used for drug screening is a urinalysis. However, other types may be utilized to determine the presence of drugs listed in Appendix A. All student-athletes will be subject to random testing at any time during the academic year. This testing can occur during the traditional and/or nontraditional season for the respective sport.

Consequences of Drug Policy Violations

This policy is the standard consequence for a positive drug test. If a coach would like a stricter policy for their team, the coach will submit a copy of their policy to the athletic training department. Coaches will inform the athletic training department if they accept the standard policy or have their own policy they would like their team to follow. If the coach chooses their own policy, student-athletes will be alerted of that policy during the first team meeting.

- First Offense:
 - Minimum 20% suspension from games
 - Unable to return to participation until completion of drugs & alcohol counseling
 - Subject to unannounced drug testing for the remainder of year
 - Offense will roll over into next season
- Second Offense:
 - Minimum 50% suspension from games
 - Unable to return to participation until completion of 10 hours of community service approved by athletic directors
 - Subject to unannounced drug testing for the remainder of year
 - Offense will roll over into next season
- Third Offense
 - Suspension of an entire season or dismissed from team

Honesty Clause

If a student-athlete comes forward before the first offense for participating in recreational drug use, they may fall under the honesty policy. This does NOT apply following a positive test result.

- Honesty Clause:
 - 10% suspension of game

- Suspended from participation until the athlete has started counseling

Medical Exceptions

The NCAA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA allows exceptions to be made for those student-athletes with a documented medical history demonstrating the need for medical use of a banned substance. Exceptions may be granted for substances included in the following classes of banned substances: stimulants (including those used to treat ADHD); beta-blockers; beta-2 agonists; diuretics; peptide hormones, growth factors, related substances, and mimetics; anabolic agents; hormone and metabolic modulators; and narcotics.

If stimulants are prescribed to treat a student-athlete with ADHD, the ADHD reporting form must be completed by the prescribing physician.

NCAA policy does not provide for a medical exception for cannabinoids or medical cannabis, which are not currently legal in the state of South Carolina.

Athletic Training Room Code of Conduct

1. Sign-out every time you receive treatment, including multiple visits per day.
2. Come in and abide by treatment hours, understand when there is set admin time for athletic trainers no treatments will be provided during that time.
3. Treat everyone with respect and be kind.
4. Leave all personal bags and equipment in the locker room, hallway, or on the shoe rack.
5. Remove footwear before entering the athletic training rehab area.
6. Videos, pictures, or any digital media is prohibited unless previous authorization has been given by an athletic trainer. This is a shared space and you could be violating someone else's HIPAA rights.
7. Communicate with your athletic trainer prior to coming in for rehabilitation or new evaluations. Coaches will be informed of no-shows, drop-ins, tardiness, etc.
8. Your tardiness does not constitute an emergency on our part.
9. Inform your athletic trainer of all doctor appointments, illnesses, and injuries.
10. If a student-athlete goes to a doctor for an athletic injury without being referred by the athletic training staff, the injury will not be covered by secondary insurance.
11. Clean your table and equipment used after your treatment.
12. Rinse off thoroughly before entering the whirlpool and bring your own towel. Prior notification is required for whirlpools.
13. Return any equipment given to you by an athletic trainer, including but not limited to: crutches, boots, braces, and wraps.
14. Do not take any equipment, taping supplies, heat packs, or other items from the athletic training room without permission from an athletic trainer.
15. Be mindful of those around you and be patient.

Pre-practice and Post-practice (tape, heat, ice):

1. Tape - sit on an open table and wipe down after taping is complete.
2. Heat - grab a clean heat cover, wrap the heat pack, and cover it in a towel. When finished, hang the heat cover to dry and place the towel in the hamper. **Do not leave the heat pack! You will lose privileges!**
3. Ice - ask to make and wrap on the ice bag.

Personal Health Information

Agreement to Disclose Injuries and Illnesses

Student-athletes will agree to fully disclose any and all signs and symptoms of injury and/or illness, including concussions/mild traumatic brain injury to the Converse University Sports Medicine Department, team physicians, and/or medical consultants.

Medical Records and Confidentiality

The Health Insurance Portability and Accountability Act (HIPAA) was placed into effect in 1996. This act protects the privacy of individually identifiable health information. The HIPAA Privacy Rule provides federal protections for personal health information (PHI) held by covered entities and gives patients an array of rights with respect to that information.

At the age of 18, the individual is considered an adult regarding medical privacy and injuries. The Sports Medicine personnel at Converse University cannot communicate any information regarding athletic injury or treatment to outside parties unless the student-athlete agrees. The Sports Medicine Department will not release any medical information unless a release has been signed or required by law.

This excludes:

- Coaches, strength & conditioning staff, other sports medicine staff at Converse University and physicians. These individuals will be notified on a need to know basis regarding a student-athlete's injury.
- Any life-threatening injury or illness; notification to the appropriate individuals will occur in those situations.

Pre-Participation Physical Examinations Policy

Introduction

Per NCAA bylaw 17.1.5, any student-athlete in their initial season of eligibility or any students trying out for a team are required to undergo a pre-participation medical examination. Student-athletes are not allowed to practice or play with their respective teams until all paperwork is completed, proof of primary insurance is obtained, sickle cell status is confirmed, and other required documents are obtained.

Additional Requirements

An updated medical history will be administered by the Sports Medicine Department at the conclusion of each season for returning student-athletes. Any student-athletes leaving Converse University athletics will be required to complete an exit physical history form and may complete an exit examination with our team physicians.

Athletic Insurance Policy

Personal Insurance Policy

All student-athletes MUST show proof (a copy of the front and back of insurance card) of having primary insurance. If the student-athlete is not covered, they will not be cleared to participate in collegiate sports.

- The student-athlete is required to have a primary insurance plan that covers them in the state of South Carolina; this includes physician appointments, diagnostic testing, ER visits & is In-Network

for our physicians. IF the student-athlete's current insurance does not cover this or is not considered primary insurance, you will need to purchase a new insurance policy or a supplemental Accident Plan. Please contact the Sports Medicine Department for more information.

- If a student-athlete's plan does not cover them in the state of South Carolina or is not considered primary insurance, the student-athlete or parent/guardian is subject to being held responsible for ALL of the student-athlete's medical bills in their entirety.
- Each student-athlete and their parent or guardian are sent a letter with the contact information for Converse University team physicians. Each student-athlete and their parent or guardian should ensure that Converse University's team physicians are considered In-Networks with their particular medical insurance policy. IF Converse University team physicians are not considered In-Network for a student-athlete's medical insurance policy, Converse University Sports Medicine Department may have to send the student-athlete to another physician. This could cause a delay in treatment for the student-athlete.
- International student-athletes MUST have an insurance plan that is a primary insurance for intercollegiate athletics AND covers medical evacuation & repatriation.
- Accident only and Med Share plans are NOT considered acceptable primary insurance and, therefore, are not acceptable for participation as a student-athlete at Converse University.
- Converse University Sports Medicine Department only accept South Carolina Medicaid plans.
- Student-athletes are responsible for keeping Converse University notified in writing of any change whatsoever in your primary insurance coverage. If at any time a student-athlete's insurance lapses/ expires/or is not valid primary insurance, the student-athlete is not allowed to participate in intercollegiate athletics until they have valid primary insurance that meets Converse University Sports Medicine Department requirements.

Secondary Insurance Policy Procedure

All student-athletes who have been cleared to participate and meet the above insurance requirements will also be covered by Converse University's Secondary Excess Insurance policy in the event of an athletic injury.

1. The student-athlete will only be covered by Converse's secondary excess insurance policy if the injury is athletic related and qualifies under the terms of Converse University's then-current secondary insurance policy which is incorporated herein by reference. A claim form will be filled out by the Sports Medicine Department.
 - a. Injuries are considered athletic-related when the injury occurs during official practice, conditioning sessions, or games.
 - b. This policy will NOT cover the following: Intramural sports or activities, recreational activities, conditioning/training outside the competitive season not supervised by Converse's Strength and Conditioning Coach, and the NCAA off-season period.
 - c. The policy does NOT cover any pre-existing condition and/or injuries found during the pre-participation physical performed by Converse physicians.
 - d. This policy does NOT cover illnesses.
2. If a student-athlete suffers an athletic-injury, they MUST be evaluated first by the Converse University Sports Medicine Department. Upon evaluation, a staff member will make the referral, if needed, to a Team Physician
 - a. If the student-athlete chooses to see a doctor outside the Converse University physician staff without authorization from the Sports Medicine Department, those bills will be the student-athlete's responsibility.
 - b. A Converse University Team Physician must refer a student-athlete to another physician for the secondary excess insurance to cover the remaining charges.
 - c. If a student-athlete wants a second opinion from another physician (without being referred), this will NOT be covered by Converse's secondary excess insurance.
 - d. Any injury that the athletic trainer is not notified of before leaving for the summer will not be covered by Converse's secondary policy.
 - e. Athletic injuries covered under our secondary insurance policy will receive 52 weeks of coverage from the date of injury.

Inclement Weather - Heat Policy

Heat Guidelines and Exertional Heat Illness Policy

Introduction

Heat illness and injury can range from a simple muscle cramp to life-threatening heatstroke. Catastrophic heat injuries are preventable. Following the recommendations found in this document, the risk of heat injuries can be reduced significantly. The most important components in preventing heat injury are the prevention of dehydration and limiting activity when temperature and humidity make it near impossible for the body to cool through evaporation of sweat.

The body produces heat at rest. This heat production increases 10 to 20 times with exercise. Evaporation is the major method of cooling the body during exercise. Evaporation of sweat dissipates the heat from the core of the body, keeping the internal organs cool. Exercising in a dehydrated state reduces the ability to sweat, therefore compromising the ability to cool. Dehydration also causes a reduction in blood volume, compromising cardiac output. The air temperature and humidity have a direct effect on the efficiency of this cooling process. Based on the effects of dehydration and exercising in the heat and humidity, the following guidelines have been established to provide administrators, coaches, and athletic training staff, with a sound plan to prevent heat injury.

Signs and Symptoms of Heat Problems:

The following are common signs and symptoms related to heat illness but are not intended to represent a complete list. In the event an student-athlete is suffering from one or more of the following, the student-athlete should be referred to appropriate allied health care or medical professional for a full evaluation.

- Muscle spasms/cramps
- Heavy or profuse sweating
- Skin is flushed or cool and pale
- Headache
- Dizziness
- Rapid pulse, nausea, weakness
- Disoriented, confusion
- Elevated body core temperature
- Cessation of sweating
- Red, dry skin
- Shallow breathing and rapid pulse
- Loss of consciousness

Heat Illness/Injury Facts:

1. Adolescents take longer to acclimatize to the heat than adults
2. Weight loss of water greater than 3% of body weight significantly increases the risk of heat-related illness.
3. 1.5 times the amount of water loss must be consumed to replace lost weight.
4. Unrelated illnesses causing vomiting and/or diarrhea will increase the risk of heat-related illnesses. These conditions should be brought to the attention of the ATC and/or coaching staff before participation and close monitoring of these individuals should take place during practice sessions and competition.
5. Student-athletes taking certain medications including diuretics, antihistamines, beta-blockers, and anticholinergics are at higher risk for heat illnesses.
6. Light-colored breathable clothing can assist the body in cooling.

Acclimatization to Heat:

Another way to help prevent heat stress is to become acclimatized to the weather. Acclimatization means becoming adapted to the weather or climate. The process takes 7 to 12 days. Studies have shown adolescents take longer to acclimatize to heat than adults. As a result of acclimatization, the sweating mechanism of a person is enhanced:

- onset of perspiration occurs earlier
- perspiration increases
- increase in blood volume with the more training an individual does
- improves the supply of oxygen to the muscles
- heart rate decreases
- core body temperature does not rise as high during exercise

Other facts about heat illnesses and exercising in the heat:

1. Dehydration of 1% to 2% of body weight begins to impact athletic performance
2. Dehydration greater than 3% of body weight may increase a student-athlete's risk of heat illness.
3. Sports drinks should contain less than 8% carbohydrate. Carbohydrate content greater than 8% compromises the rate of gastric emptying and should be avoided.
4. Wear lightweight and light-colored clothing
5. Avoid wearing articles that prevent water absorption
6. Early mornings commonly produce a humid environment and lower temperatures. Usually, as the sun rises, the temperature will increase and the humidity decreases. As the evening hours approach, the temperature decreases and the humidity will rise.
7. A mild breeze can reduce the humidity on a particular field, as well as improve the evaporative process.

Environmental Factors:

Ambient air temperature and humidity have a direct effect on the ability of a body to cool itself through the evaporation of sweat. When the air temperature is above 90, and/or the relative humidity is high, the body is at a higher risk to not effectively stay cool, which may be compounded by the level of dehydration of the body's fluids.

WBGT Reading Activity Guidelines & Rest Break Guidelines

Under 82.0	Normal activities - provide at least three separate rest breaks each hour of a minimum duration of 3 minutes each during a workout.
82.0 - 86.9	Use discretion for intense or prolonged exercise; watch at-risk players carefully; provide at least three separate rest breaks for each hour of a minimum of 4 minutes duration each.
87.0 - 89.9	Maximum practice time is 2 hours. All protective equipment must be removed for conditioning activities. All Sports: provide at least four separate rest breaks each hour of a minimum of 4 minutes each.
90.0 - 92.0	Maximum length of practice is 1 hour. All sports: there must be 20 minutes of rest breaks distributed throughout the hour of practice
Over 92	NO OUTDOOR WORKOUTS. Delay practice until a cooler WBGT level is reached

GUIDELINES FOR HYDRATION AND REST BREAKS:

1. Rest time should involve both unlimited hydration intake (water or electrolyte drinks) and rest without any activity involved.
2. The site of the rest time should be a "cooling zone" and not in direct sunlight.
3. Fluid replacement should be at a rate of 24 oz for every pound of body weight lost after exercise.
4. Student-athletes are encouraged to wear sunscreen on exposed skin during hot, sunny conditions.
5. Individuals poorly acclimatized, or poorly conditioned are at increased risk for heat-related illness/injury.
6. Student-athletes having a pre-existing dehydrated state or pre-existing heat injury are at a much higher risk for heat-related illness/injury.
7. Medications including diuretics, antihistamines, beta-blockers, and anticholinergics increase the risk of heat illness/injury.

8. Overweight student-athletes are at increased risk for heat illness/injury.
9. Energy, ergogenic, and dietary supplements such as Creatine may cause an increase in dehydration and heat-related illness and/or injury.
10. All student-athletes should inform their coaches and/or athletic training staff of any pre-existing heat illness, a gastrointestinal condition, and/or medical complication before exercising in the heat.
11. Weigh student-athletes before and after each practice during hot weather. Student-athletes should conform to a restricted activity schedule if not within 1% of the previous day's PRE-EXERCISE weight.
12. Replace fluids at a rate of 24 fluid ounces for every pound of body weight lost after exercise. Student-athletes should be educated in the process of hydrating themselves as a 24 hour a day process.
13. Student-athletes should begin every athletic activity well hydrated.
14. During exercise, the average person should drink 8 - 12 oz of fluid every 20 to 30 minutes.
15. Urine color is an easy method to determine hydration status. Light yellow to clear urine indicates a well-hydrated student-athlete.
16. Water should be available to student-athletes at all times and never be withheld from exercising individuals.

Heat Illnesses Policy

Heat Illness Guidelines

A common misconception with heat illness is that it occurs progressively (the student-athlete gets heat cramps then heat exhaustion then heat stroke). This is not true. While a student-athlete may appear to be having no problems, they can rather suddenly have a heat stroke. The coaches and student-athletes need to be cognizant of heat illnesses to help the athletic trainers prevent serious injury.

Those with increased risk of heat illnesses include:

- Student-athletes with higher body fat percentages
- Student-athletes with a previous history of a heat illness
- Student-athletes who are not properly acclimatized
- Student-athletes who are not properly hydrated
- Student-athletes using certain medications or dietary supplements

Heat Cramps

Signs & Symptoms:

- Severe muscle cramps in arms, legs, and/or abdomen
- Lack of heat acclimatization
- Increased fatigue
- Profuse sweating

Management

- Immediately stop exercising
- Consume water or electrolyte drink, additional sodium if needed
- Stretch the involved muscles

Heat Exhaustion

Signs & Symptoms

- Decrease in performance and physical fatigue
- Dizziness and coordination problems
- Nausea, vomiting, diarrhea, stomach/intestinal cramps
- Increased respirations & pulse

- Body temperature from 101-104° F, temp taken via rectal thermometer

Management

- Immediately stop the exercise and move the student-athlete to a cool, shaded area
- Loosen clothing and cool the student-athlete with wet towels or ice packs
- Give student-athlete water or electrolyte drink
- Have student-athlete lie comfortably with legs propped above heart level
- If the student-athlete is not fully recovered within 30 minutes, seek medical attention
- The student-athlete is not allowed to practice or compete for the remainder of the day

Heat Stroke

Signs & symptoms

- Mental confusion (altered consciousness, coma, convulsions, irrational behavior, irritability)
- Nausea, vomiting, diarrhea
- Hot and wet or dry skin (note: skin can be wet or dry in time of incident)
- Increased heart rate, decreased blood pressure, increased respiratory rate
- Temperature of or above 104° F, temp taken via rectal thermometer
- Possible loss of consciousness

Management

- **This is a medical emergency.** EMS must be activated because a delay in treatment can be fatal
- Move the student-athlete to an ice bath in a shaded area if possible
- Loosen clothing and cool with wet towels or ice pack
- Do NOT allow EMS to transport student-athlete until core temperature has decreased to 102 F

Rectal Temperature

When managing heat illnesses, taking rectal temperature is the gold standard for care. This is the most accurate measurement for core body temperature to help determine the appropriate medical treatments. If a heat illness is suspected, a rectal thermometer should be used to assess body-core temperature to differentiate between various heat illnesses and determine the best treatment plan.

Great care will be taken when checking rectal temperature. Appropriate PPE will be donned. The athlete will be placed on their side with the top thigh lifted toward the chest. A towel should be placed over the buttocks for privacy. Lubricate the thermometer and insert the thermometer in the rectum 10 cm. If core temperature is 104 F or higher, the athlete will need to be dunked in an ice bath to start cooling. Leave the thermometer inserted to monitor temperature. Once core temperature is 102 F, remove the athlete to prevent over cooling.

If core body temperature is over 104, activate EMS. **Cool first, transport second.** Do not transport an athlete if the body-core temperature is over 104 F. The longer an athlete's body-core temperature is 104 or higher, the higher risk of mortality and morbidity

Preventative Measures for Heat Illness:

1. Ensure proper acclimatization to heat and humidity. (gradually increasing duration and intensity of exercise in the heat)
2. Provide readily accessible fluids and advise the student-athlete to drink as much and as frequently as they like. (20 oz. 2-3 hrs before exercise, 8 oz. every 15 min during exercise, 20oz. For every pound lost)
3. Frequent rest periods (in the shade if possible) should be allowed.
4. Watch for any significant weight loss.
5. Avoid heavy exertion during the hottest part of the day (1:00 pm - 4:00 pm).
6. Student-athletes should eat appropriate meals with carbohydrates being about 60% of their intake.
7. The student-athletes should sleep at least 6-8 hours in a cool environment.

8. Wear appropriate clothing made of breathable fabric.

Inclement Weather - Cold Policy

Introduction

Cold exposure can be uncomfortable, impair performance, and even become life threatening. Wind chill can make activity uncomfortable and can impair performance when muscle temperature declines. Wind speed interacts with ambient temperature to significantly increase body cooling. When the body and clothing are wet (whether from sweat, rain, snow, or immersion), the cooling is even more pronounced due to the evaporation of the water held close to the skin by the wet clothing.

Clothing is one of the most important parts of keeping the student-athlete's body warm. Student-athletes should dress in layers and try to stay as dry as possible. Layers can be added or removed depending on temperature, activity and wind chill. Student-athletes should layer themselves with wicking fabric next to the body, followed by a lightweight pile or wool layers for warmth. Student-athletes should use a wind block garment to avoid wind chill during workouts. Heat loss from the head and neck may be as much as 50% of total heat loss; therefore the head and neck should be covered during cold conditions. Other extremities should be covered at all times to protect from the wind chill.

Effects of Cold Weather

Exposure to cold weather has varying effects on athletic performance. Breathing of cold air can trigger an asthma attack. Athletic performance is affected through a reduction of strength, power, endurance, and aerobic capacity.

Conditions created by cold exposure include frostbite and hypothermia. Frostbite is the freezing of superficial tissues, usually of the face, ears, fingers, toes, and/or any exposed skin. Hypothermia is a significant drop in body temperature. Hypothermia frequently occurs at temperatures above freezing. A wet and windy 30-50 F degree exposure is as serious as a sub zero exposure.

It is important to recognize signs and symptoms associated with cold weather and resulting cold weather illness. Shivering is a means for the body to generate heat, and excessive shivering contributes to fatigue, loss of motor skills. People exposed to cold weather may also experience numbness and pain in fingers, toes, ears, and exposed facial tissue. When there is a drop in core temperature, a person exhibits sluggishness, slowed speech, and disorientation.

Wind-Chill Guidelines

Wind Chill Factor will be assessed prior to practices.

Wind-Chill Temperature	Practice Guidelines
30 F and below	Be aware of the potential for cold injury and notify appropriate personnel.
25 F and below	Provide additional protective clothing, cover as much exposed skin as practical, and provide opportunities and facilities for rewarming.
15 F and below	Modify activity to limit exposure and/or to allow more frequent chances to rewarm.
0 F and below	Terminate or reschedule activity

Inclement Weather - Severe Weather and Lightning Policy

Introduction

Severe weather, like lightning, thunderstorms, and tornados, are dangerous and environmental conditions. Specific guidelines have been established by NATA, NCAA, and Conference Carolinas to ensure the safety of all student-athletes and staff participating in athletic activities.

Monitoring Weather Conditions

1. When lightning has been detected within 8 miles of the facility, play will be suspended. All participants and onlookers should head toward the designated safe location.
2. Play will not resume until the athletic trainer receives an all-clear text from the DTN Weather Service or has checked the online site for a clear signal. All clear is given 30 minutes after the last lightning strike within 8 miles.
3. Off-Site Facilities and Events
 - a. When Converse University is hosting events off-campus, the stricter policy for lightning guides will be followed. If no policy is set, Converse University policy will be the default policy to follow. If a facility policy does not have a 30 minute delay from the last lightning strike, Converse University policy will be the default policy to follow.

Designated Safety Locations

1. During an outdoor practice or competition of soccer, lacrosse, field hockey, softball, cross country/ track, golf, equestrian, and tennis, participants will seek shelter in the Gibbs Field House or the Weisiger Athletic Building either in the gym or respective locker rooms.
 1. For tornado warnings, seek shelter in the lowest level of the building in a room with no windows and no exterior walls. (Gibbs: Golf/tennis locker room or athletic training room. Weisiger: Any locker room, including staff locking room, office in athletic training room)
2. If you are an outdoor sport including soccer, lacrosse, field hockey, softball, tennis, cross country, track, golf, or equestrian, practicing at a neutral site or on trails, seek shelter consisting of four solid walls or a vehicle with a metal roof and closed windows.

Basic First Aid Procedures (for victims of a lightning strike)

1. Survey the scene for safety. The athletic trainer or others in charge should consider their personal safety before entering a dangerous situation.
2. Call 911 and alert an athletic trainer.
3. Carefully move the victim to a safe area, if necessary.

Sickle Cell Policy

Introduction

Sickle cell trait (SCT) is not a disease. It is a descriptive term for a hereditary condition in which an individual has one normal gene for hemoglobin and one abnormal gene for hemoglobin. Sickle cell trait is not a barrier to exercise or participation in sport. It appears that problems can occur primarily with intense physical exertion.

SCT has been linked to an increased risk of exercise-associated sudden death in individuals undergoing intense physical exertion, and possibly rhabdomyolysis. Exercise-associated sudden death in individuals who have SCT most commonly occurs in those undergoing intense physical exertion such as student-athletes during conditioning workouts; although, it can occur in activities as well.

Testing Requirements

NCAA requires that all student-athletes submit sickle cell trait status. Student-athletes are required to provide Converse Sports Medicine Department with the results of their sickle cell test prior to their preparticipation examination. Sickle cell tests can be obtained through their primary care provider or a medical lab. All states in the United States screen infants at birth for their sickle cell status. A student-athlete can also obtain their sickle cell trait status from their medical records at birth.

If a test is positive, the student-athlete will be offered counseling on the implications of sickle cell trait, including health and athletics, with the team physician and athletic trainers. The student-athlete will be aware of the risks and symptoms associated with activity with sickle cell trait. The student-athlete will complete and sign the Sickle Cell Acknowledgement Form. The student-athlete can continue

participating in intercollegiate athletics, but with restrictions communicated between the team physician, athletic trainer, coach, and student-athlete. The student-athlete will fill out an individual emergency action plan based on guidance from the team physician. This document will be signed by the student-athlete, coach, athletic trainer, and strength and conditioning coach. Take home education materials will be provided to the student-athlete and, if warranted, the parent/guardian.

Sickle Cell Collapse Symptoms

Sickling collapse has been mistaken for cardiac collapse or heat collapse. But unlike sickling collapse, cardiac collapse tends to be “instantaneous,” has no “cramping” with it, and the student-athlete who hits the ground no longer talks. Unlike heat collapse, sickling collapse often occurs within the first half hour on field, as during initial windsprints.

Sickling is often confused with heat cramping; but, student-athletes who have had both syndromes know the difference, as indicated by the following distinctions:

- Heat cramping often has a symptom of muscle twinges; whereas, sickling has none.
- The pain is different – heat-cramping pain is more excruciating.
- What stops the student-athlete is different – heat crampers hobble to a halt with “locked-up” muscles, while sickling players slump to the ground with weak muscles.
- Physical findings are different – heat crampers twist and yell in pain, with muscles visibly contracted and rock-hard; whereas, sicklers lie fairly still, not yelling in pain, with muscles that look and feel normal.

Concussion Management Protocol

Introduction

Converse University is committed to protecting the health of and providing a safe environment for each of its participating NCAA student-athletes. To this end, and in accordance with NCAA legislation, Converse University has adopted the following Concussion Safety Protocol for all NCAA student-athletes. The below information is taken from the NCAA Sport Science Institute’s Student-Athlete Concussion Safety Handout.

Definition of Sport-Related Concussion

Sport-related concussion (SRC) is a traumatic brain injury induced by biomechanical forces. Several common features that may be utilized to clinically define the nature of a concussion head injury include:

- SRC may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head.
- SRC typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over a number of minutes to hours.
- SRC symptoms cannot be seen in standard structural neuroimaging studies.
- SRC results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.

How can I keep myself safe?

1. Know the symptoms. You may experience...
 - Headache or head pressure
 - Nausea
 - Balance problems or dizziness
 - Double or blurry vision
 - Sensitivity to light or noise
 - Feeling sluggish, hazy or foggy

- Confusion, concentration or memory problems
- 2. Speak up
 - If you think you have a concussion, stop playing and talk to your coach, athletic trainer or team physician immediately.
- 3. Take time to recover.
 - Follow your team physician and athletic trainer's directions during concussion recovery. If left unmanaged, there may be serious consequences.
 - Once you've recovered from a concussion, talk with your physician about the risks and benefits of continuing to participate in your sport.

How can I be a good teammate?

1. Know the symptoms. You may notice that a teammate...
 - Appears dazed or stunned
 - Forgets an instruction
 - Is confused about an assignment or position
 - Is unsure of the game, score or opponent
 - Appears less coordinated
 - Answers questions slowly
 - Loses consciousness
2. Encourage teammates to be safe
 - If you think one of your teammates has a concussion, tell your coach, athletic trainer or team physician immediately.
 - Help create a culture of safety by encouraging your teammates to report any concussion symptoms.
3. Support your injured teammates.
 - If one of your teammates has a concussion, let him or her know you and the team support playing it safe and following medical advice during recovery.
 - Being unable to practice or join team activities can be isolating. Make sure your teammates know they're not alone.

No two concussions are the same. New symptoms can appear hours or days after the initial impact. If you are unsure if you have a concussion, talk to your athletic trainer or team physician immediately.

What happens if I get a concussion and keep practicing or competing?

- Due to brain vulnerability after a concussion, an athlete may be more likely to suffer another concussion while symptomatic from the first one.
- In rare cases, repeat head trauma can result in brain swelling, permanent brain damage or even death.
- Continuing to play after a concussion increases the chance of sustaining other injuries too, not just concussion.
- Athletes with concussion have reduced concentration and slowed reaction time. This means that you won't be performing at your best.
- Athletes who delay reporting concussion take longer to recover fully. What are the long-term effects of a concussion?
- We don't fully understand the long-term effects of a concussion, but ongoing studies raise concerns.
- Athletes who have had multiple concussions may have an increased risk of degenerative brain disease and cognitive and emotional difficulties later in life.

What do I need to know about repetitive head impacts?

- Repetitive head impacts mean that an individual has been exposed to repeated impact forces to the head. These forces may or may not meet the threshold of a concussion.
- Research is ongoing but emerging data suggest that repetitive head impact also may be harmful and place a student-athlete at an increased risk of neurological complications later in life.

Did you know?

NCAA rules require that team physicians and athletic trainers manage your concussion and injury recovery independent of coaching staff, or other non-medical, influence.

We're learning more about concussion every day. To find out more about the largest concussion study ever conducted, which is being led by the NCAA and U.S. Department of Defense, visit ncaa.org/concussion.

Concussion Timeline

1. Baseline Testing
 - a. Balance, cognitive and neurological tests that help medical staff manage and diagnose a concussion.
2. Concussion
 - a. If you show signs of a concussion, NCAA rules require that you be removed from play and medically evaluated.
3. Recovery
 - a. Your school has a concussion management plan, and team physicians and athletic trainers are required to follow that plan during your recovery.
4. Return-to-Learn
 - a. Return-to-learn should be done in a step-by-step progression in which adjustments are made as needed to manage your symptoms.
5. Return-to-Play
 - a. A return-to-play progression begins after you have returned to your pre-concussion baseline.

Mental Health Management Plan

Roles and Responsibilities

As primary healthcare providers for athletics, the athletic trainers and team physicians will provide care, recognition, referrals, and treatment of mental health disorders within their scope of practice. Using a multidisciplinary approach, the Sports Medicine department will work closely with the Wellness Center to provide care to student-athletes.

A pre-participation screening will be conducted by the athletic training staff using the PHQ-9, GAD-7, and SCOFF. Athletic trainers will score the screeners and provide the appropriate intervention based on the student-athlete's score (as described in the Mental Health EAP). This information will be shared with the Wellness Center. Any athlete seeking outside services for their mental health are encouraged to coordinate care with the head athletic trainer or team physician.

Sexual Assault Cases

Athletic trainers are considered Confidential Resource Providers and are not required by Title IX to report any information regarding an incident of sexual/gender-based misconduct or interpersonal violence to the Title IX Coordinator or other officials. A Confidential Resource Provider is a trained employee who offers confidential services and information to student-athletes regarding policies, procedures, and resources related to sexual violence occurring on campus.

Sudden Cardiac Death

NCAA requires institutions to complete preparticipation physicals that include cardiac health to help prevent any sudden cardiac deaths. Many illnesses can lead to sudden cardiac death including, but not limited to diabetes, asthma, anaphylaxis, sickle cell trait, and concussion.

Cardiac 3-minute Drill

This drill helps prevent sudden cardiac death through five simple steps.

1. Early recognition of sudden cardiac arrest
 - a. Collapsed and unresponsive
 - b. Gaspings, gurgling, snorting, moaning, or labored breathing noises
 - c. Seizure-like activity
 - d. A blow to the chest – baseballs, lacrosse balls, hockey pucks/balls to the chest can cause cardiac collapse
2. Early access to 911
 - a. Call 911 and follow emergency dispatcher's instructions
 - b. Shout for help from other on-site emergency responders.
 - i. If you are alone, get an AED (if available) before you begin CPR.
 - ii. If two people are on-site, one begins CPR while the other retrieves the AED.
3. Early CPR
 - a. Immediately begin cardiopulmonary resuscitation (CPR) and continue until Emergency Medical Services (EMS) arrive.
 - b. Chest compressions – push hard, push fast – 100 per minute in the center of the chest.
4. Early Defibrillation
 - a. Use an automated external defibrillator (AED) as soon as it arrives to restore the heart to its normal rhythm.
 - b. Target goal collapse-to-shock is less than 3 minutes
5. Early advanced care
 - a. EMS responders begin advanced life support, including additional resuscitative measures, and transfer to a hospital.

Diabetes Policy

Introduction

The purpose of diabetes management policy is to ensure student-athletes maintain blood glucose levels in a normal or near-normal range. Effective management of glycemic, lipid, and blood pressure control plays an important role in the health outcomes of student-athletes with diabetes mellitus. Diabetes mellitus is defined as a group of diseases that result in too much sugar in the blood.

- Type 1 – A chronic condition in which the pancreas produces little to no insulin
- Type 2 – A chronic condition that affects the way the body processes blood sugar (glucose)

Pre-Participation Assessment

Student-athletes should inform the Sports Medicine Department of any diagnosis of diabetes mellitus. Student-athletes with type one or type two diabetes will work with the team physician to create a personal diabetes care plan. The team physician will determine participation clearance and any need for additional consultation. Each student-athlete with diabetes is required to have a diabetes care plan available for practice & games.

Supplies for Athletic Training Room

The athletic training staff will work with each student to provide specific needs as requested. Student-athletes are responsible for providing their own supplies for glucose monitoring, insulin administration, and urine ketone testing. If the student-athlete does not have supplies with them, they cannot participate in activities until their supplies are with them

Asthma Policy

Introduction

Asthma is defined as a chronic inflammatory disorder of the airways characterized by variable airway obstruction and bronchial hyperresponsiveness. Asthma is a significant risk factor for unexplained death in young and healthy subjects, with most asthma-related deaths being reported as occurring with a sporting event.

When a student-athlete is diagnosed with any form of asthma, the student-athlete will need to fill out the Converse Athletic Department Asthma Emergency Action Plan. This form should be completed annually by the student-athlete. Signs and symptoms of an asthma episode include, but not limited to, wheezing, breathlessness, chest tightness, coughing, and increases in respiratory rate.

Metered Dose Inhaler

Inhaled medication is the most common way to get quick, short term relief of asthma symptoms. This can be administered through a metered-dose inhaler (MDI), MDI with a spacer, breath activated MDI, dry powder inhaler or nebulizer. Student-athletes are responsible for communicating the location of their MDI to the athletic trainer and their coach.

Anaphylaxis Policy

Introduction

Anaphylaxis is defined as a severe, potentially life threatening allergic reaction. The reaction can occur within seconds or minutes of exposure to an allergen.

Individual emergency action plan paperwork will be filled out by any student-athlete who carries an Epi-pen annually. The student-athlete is responsible for having the Epi-pen with them at all times. A student-athlete may choose to have the athletic-trainer keep their Epi-pen on the sidelines during games only. The coach should not be responsible for the location of a student-athlete's Epi-pen. Athletic trainers also have an extra epi-pen in their medical kit for emergencies.

Pregnancy Policy

Introduction

The Converse Athletics Department is committed to the personal health and development of all our student-athletes. We strive to provide an environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively towards degree completion. This policy sets forth the protections that should be provided for pregnant and parenting student-athletes, including those with pregnancy-related conditions. It also prohibits retaliation against any student or employee who complains about issues related to the enforcement of this Pregnancy Policy. We want to protect every student-athlete's physical and psychological health, and their ability to complete their education.

Exercise and Pregnancy

Student-athletes who are pregnant will meet with our team physician to create a plan with them. The student-athlete will be advised to speak with an OB-GYN to ensure proper health and safety. The student-athlete will be provided with all available healthcare options for them.

Being pregnant does not completely exclude a person from participating in athletics. However, a physician may limit participation based on one's health. Activity plans will be made with recommendation from the student-athlete's acting physicians. The athletic training staff will work with the student-athlete throughout their entire process to ensure continued participation in activities and education in the safest way possible.

For additional resources on Pregnancy and Parenting Student-Athletes, please see the website below.
<https://www.ncaa.org/sports/2013/11/21/pregnant-parenting-student-athletes.aspx>

Catastrophic Event Policy

Introduction

The purpose of this policy is to create a guideline to provide information and support needed for those in a student-athlete's life following a catastrophic event. A catastrophic event is defined as the sudden death or disabling/life-altering injuries to a student-athlete, coach, or staff member from any cause.

NCAA Catastrophic Injury Insurance Program:

The NCAA has an insurance policy in place to cover student-athletes who suffer a catastrophic event while participating in university, intercollegiate sponsored activity. Please check the NCAA Sports Medicine Handbook under guideline 1F and NCAA.org for specific policy information and more.

Training and Conditioning Safety Policy

Introduction

The purpose of this policy is to help prevent injuries and reduce or eliminate non-traumatic and traumatic deaths with the combination of optimal healthcare delivery by the sports medicine staff and transparency and accountability in workouts by sport and strength coaches. This policy is the result of NCAA guidance and recommendations.

Sportsmanship

Sportsmanship is a foundational principle to NCAA athletics and creates the moral and ethical framework for all athletic activities. Sportsmanship combined with safety guidelines will create the framework for the cultural foundation of sport safety initiatives. This includes:

1. All practices and competitions adhere to existing ethical standards for all sports
2. Playing or protective equipment as a weapon is prohibited during all activities
3. Deliberately inflicting injury on another player is prohibited

Acclimatization and Conditioning

Many non-traumatic deaths and season-ending injuries occur within the first week of activity following a period of inactivity. For this reason, it is imperative to establish transition periods. This will ensure proper exercise and heat acclimatization are implemented. It takes approximately 7-10 days for the body to acclimatize to the physiological and environmental stresses placed at the start of a conditioning or practice period, especially during hot weather. Collegiate athletes are especially vulnerable to exertional injuries during the first 4 days of a transition period. Modification during these days will greatly decrease the risk of injury and catastrophic events.

NCAA Medical Exception Documentation Reporting Form to Support the Diagnosis of Attention Deficit Hyperactivity Disorder (ADHD) and Treatment with Banned Stimulant Medication

- Complete and maintain (on file in the athletics department) this form and required documentation supporting the medical need for a student-athlete to be treated for ADHD with stimulant medication.
- Submit this form and required documentation to Drug Free Sport in the event the student-athlete tests positive for the banned stimulant (see Medical Exceptions Procedures at www.ncaa.org/drugtesting).

To be completed by the Institution:

Institution Name: _____

Institutional Representative Submitting Form:

- Name: _____
- Title: _____
- Email: _____
- Phone: _____

Student-Athlete Name: _____

Student-Athlete Date of Birth: _____

Prescribed banned medication: _____

To be completed by the Student-Athlete's Physician:

Current Treating Physician (print name): _____

Specialty: _____

Office address: _____

Physician signature: _____

Date: _____

Check off that documentation representing each of the items below is attached to this report:

- ___ Diagnosis.
- ___ Medication(s) and dosage.
- ___ Has considered a non-banned medication alternative.
- ___ Blood pressure and pulse readings and comments.
- ___ Follow-up orders.
- ___ Date of clinical evaluation: _____
- ___ Attach written report summary of comprehensive clinical evaluation. Please note that this includes the original clinical notes of the diagnostic evaluation.
The evaluation should include individual and family history, address any indication of mood disorders, substance abuse, and previous history of ADHD treatment, and incorporate the DSM criteria to diagnose ADHD. Attach supporting documentation, such as completed ADHD Rating Scale(s) (e.g., Connors, ASRS, CAARS) scores.
The evaluation can and should be completed by a clinician capable of meeting the requirements detailed above.

DISCLAIMER: The National Collegiate Athletic Association shall not be liable or responsible, in any way, for any diagnosis or other evaluation made, or exam performed, in connection herewith, or for any subsequent action taken, in whole or in part, in reliance upon the accuracy or veracity of the information provided hereunder.

2024-25 NCAA Banned Substances

NCAA legislation requires that schools provide drug education to all student-athletes. The athletics director or athletics director's designee shall disseminate the list of banned-drug classes to all student-athletes and educate them about products that might contain banned drugs. All student-athletes are to be notified the list may change during the academic year and that updates may be found on the NCAA website (ncaa.org). They should also be informed of appropriate athletics department procedures for disseminating updates to the list. It is the student-athlete's responsibility to check with appropriate or designated athletics staff before using any substance.

The NCAA bans the following drug classes:

1. Stimulants
2. Anabolic agents
3. Beta Blockers (banned for rifle only)
4. Diuretics and masking agents
5. Narcotics
6. Peptide hormones, growth factors, related substance and mimetics
7. Hormone and metabolic modulators
8. Beta-2 agonists

Note: This is not a complete exhaustive list. Any substance chemically/pharmacologically related to these classes also is banned. The school and the student-athlete shall be held accountable for all drugs within the banned-drug class regardless of whether they have been specifically identified. Examples of this substance under each class can be found at ncaa.org/drugtesting. There is no complete list of banned substance.

Substances and Methods of Subject to Restrictions

1. Blood and gene doping
2. Local anesthetics (permitted under some conditions)
3. Manipulation of urine samples
4. Tampering of urine samples
5. Beta-2 agonists (permitted only by inhalation with prescription)

NCAA Nutritional/Dietary Supplements

Before consuming any nutritional/dietary supplement product, first review the product and its label with your athletics department staff.

1. There is no NCAA-approved nutritional or dietary supplements
2. Nutritional/dietary supplements, including vitamins and minerals, are not well regulated and may cause positive drug test
3. Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements
4. Many nutritional/dietary supplements are contaminated with banned drugs not listed on the label
5. While third-party tested and low-level risk products may be options, complete elimination of risk is impossible
6. All nutritional/dietary supplements are taken at the student-athlete's own risk

Athletics department staff should provide guidance to student-athletes about supplement use, including a directive to have any product checked by qualified staff members before consuming. The NCAA subscribes only to Drug Free Sport AXIS™ (AXIS) for authoritative review of label ingredients in medications and nutritional/dietary supplements. Contact AXIS at 816-474-7321 or axis.drugfreesport.com (access code ncaa1, ncaa2 or ncaa3).

Some Examples of NCAA Banned Substances in Each Drug Class

THERE IS NO COMPLETE LIST OF BANNED SUBSTANCES. DO NOT RELY ON THIS LIST TO RULE OUT ANY LABEL INGREDIENT.

Many nutritional/dietary supplements are contaminated with banned substances not listed on the label. It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

Drug Classes	Some Examples of Substances in Each Class
Stimulants	Amphetamine (Adderall), Caffeine (Guarana), Cocaine, Dimethylbutylamine (DMBA; AMP), Dimethylhexylamine (DMHA; Octodrine), Ephedrine, Heptaminol, Hordenine, Lisdexamphetamine (Vyvanse), Methamphetamine, Methylhexanamine (DMAA; Forthane), Methylphenidate (Ritalin), Mephedrone (bath salts), Modafinil, Octopamine, Phenethylamine (PEA) and its derivatives, Phentermine, Synephrine (bitter orange). <i>Exceptions: Phenylephrine and Pseudoephedrine are not banned.</i>
Anabolic Agents	Androstenedione, Boldenone, Clenbuterol, Clostebol, DHCMT (Oral Turinabol), DHEA, Drostanolone, Epitrenbolone, Etiocholanolone, Methandienone, Methasterone, Nandrolone (19-nortestosterone), Oxandrolone, SARMS [Ligandrol (LGD-4033); Ostarine; RAD140; S-23], Stanozolol, Stenbolone, Testosterone, Trenbolone.
Beta Blockers (banned for rifle only)	Atenolol, Metoprolol, Nadolol, Pindolol, Propranolol, Timolol.
Diuretics and Masking Agents	Bumetanide, Canrenone (Spironolactone), Chlorothiazide, Furosemide, Hydrochlorothiazide, Probenecid, Triamterene, Trichlormethiazide. <i>Exceptions: Finasteride is not banned.</i>
Narcotics	Buprenorphine, Dextromoramide, Diamorphine (heroin), Fentanyl and its derivatives, Hydrocodone, Hydromorphone, Meperidine, Methadone, Morphine, Nicomorphine, Oxycodone, Oxymorphone, Pentazocine, Tramadol.
Peptide Hormones, growth factors, related substances and mimetics	BPC-157, Growth hormone (hGH), Human Chorionic Gonadotropin (hCG), Erythropoietin (EPO), IGF-1 (colostrum; deer antler velvet), Ibutamoren (MK-677). <i>Exceptions: Insulin, Synthroid and Forteo are not banned.</i>
Hormone and Metabolic Modulators	Anti-Estrogen (Fulvestrant), Aromatase Inhibitors [Anastrozole (Arimidex); ATD (androstatrienedione); Formestane; Letrozole], PPAR-d [GW1516 (Cardarine); GW0742], SERMS [Clomiphene (Clomid); Raloxifene (Evista); Tamoxifen (Nolvadex)].
Beta-2 Agonists	Albuterol, Formoterol, Higenamine, Salbutamol, Salmeterol, Vilanterol.

Any substance that is chemically/pharmacologically related to one of the above drug classes, even if it is not listed as an example, is also banned.

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting AXIS at 816-474-7321 or axis.drugfreesport.com (access code ncaa1, ncaa2 or ncaa3).