



2016-17 Lander University Student-Athlete Handbook

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August 2016

Dear Student-Athlete:

My wife, Jessie, and I attend the majority of Lander's home athletic events because of a great sense of satisfaction and pride we experience when watching our student-athletes perform. Satisfaction and pride are two benefits you will also receive as a Lander student-athlete. Those benefits, along with the honor, dignity and prestige of being a Lander student-athlete do not come easily. We expect a lot from you. You are held to a higher standard than other students, and this standard must be met at all times, both in competition and in your everyday life. You not only represent yourself and your team, you represent Lander University.

As a student-athlete, you also have remarkable advantages that are not available to all other Lander students. Yours is the opportunity to develop, in a special bond, outstanding friends with whom you will forge close relationships lasting for the rest of your life. Yours is the opportunity to influence the lives of literally thousands who will observe and admire you, who will learn from you, and who will model their lives after yours. You also have the opportunity to be surrounded by professionals whose principle concern is to assist you in achieving your goal and the main reason you are at Lander – to obtain an excellent education and to graduate.

We expect much from you. You are a Lander University Student-Athlete. I will see you on our playing fields and on our courts!!!

Cordially,

Rich Cosentino
President

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August 2015

Dear Student-Athlete:

We are pleased that you are a student at Lander University and a member of the Bearcat athletic family. Please know that we are committed to supporting you in your academic and athletic endeavors.

During your Lander career, you will have many opportunities to display your athletic skills. We ask that you do so with poise, pride, and a spirit of sportsmanship.

Your rights and responsibilities as a student-athlete are outlined in this handbook. I encourage you to get familiar with this information.

Good luck and have a safe, enjoyable and successful year.

Sincerely,

Les Robinson
Interim Athletics Director

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I. Lander University Department of Athletics

A. History of the University

Lander University was founded by Methodist clergyman Samuel Lander in 1872 as Williamston Female College in Williamston, South Carolina. In 1898, the College gained the support of the South Carolina Conference of the Methodist Episcopal Church, South. In 1904, the College was relocated to Greenwood, S.C. and was renamed Lander College in honor of its founder.

In 1951, the county of Greenwood obtained the College name and property from the Methodist Conference. The South Carolina General Assembly created the Greenwood County Education Commission, known as the Lander Foundation, to serve as the board of control for the College. Lander thus became the only four-year liberal arts college in the United States to be controlled and financed by a county government.

In 1973, Lander College came under the control of the Board of Trustees of the State Colleges of South Carolina, making Lander a state-supported college. Effective July 1, 1988, governance of Lander was vested in the Lander College Board of Trustees.

On July 1, 1992, by action of the Board of Trustees, the institution became Lander University.

B. Athletics Department Mission Statement

The dual purposes of the intercollegiate athletics program at Lander University are to promote the role of the athletics program as it supports the stated mission of the University and to promote the academic achievement and whole development of each student-athlete who represents the University.

C. Athletics Governing Associations

1. National Collegiate Athletics Association (NCAA)

Lander University is one of approximately 1000 member institutions in the NCAA.

The NCAA has three competitive divisions - Divisions I, II and III. Lander competes in Division II in all sports.

There are two primary purposes of the NCAA:

- a. To sponsor national championship competition and
- b. To promulgate and enforce rules and regulations governing the academic and athletic eligibility of student-athletes and the conduct of athletics programs.

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2. Peach Belt Conference (PBC)

The Peach Belt Conference is an all-sport conference. In 1991, the conference held championships in men's and women's basketball and then expanded to the current level of 13 championships in 2000-01.

The idea for formation of a NCAA Division II conference was discussed in November 1988, in Greenville, S.C. with 11 schools represented at the meeting. Five of the colleges at that first meeting, along with two other schools, formed the new conference when USC-Aiken hosted another meeting on December 3, 1989. The seven charter members were Armstrong State University, Columbus State University, Francis Marion University, Georgia College & State University, Lander University, USC-Aiken and USC-Spartanburg. The name Peach Belt Athletic Conference was adopted in January 1990.

Augusta State University applied and was accepted in November 1990. Now the Peach Belt Conference had four members each in Georgia and South Carolina. On July 1, 1992, Pembroke State University officially became a member. Kennesaw State University became the tenth member on July 1, 1994. Clayton State University was admitted on July 1, 1995, and University of North Florida was admitted to the Conference officially on July 1, 1997.

As of July 1, 2012 members in the PBC are Armstrong State University, Georgia Regents University, Clayton State University, Columbus State University, Flager College, Francis Marion University, Georgia College & State University, Georgia Southwestern State University, Lander University, University of Montevallo, University of North Carolina Pembroke, North Georgia University, University of South Carolina Aiken and Young Harris College.

The PBC conducts championships in 15 sports, six for men and seven for women. Men's championships will be declared in baseball, basketball, cross country, golf, soccer track and field, and tennis. Women's champions will include those in basketball, cross country, softball, tennis, golf, volleyball, track and field, and soccer.

Commissioner's Office
503 Blackburn Drive
Martinez, GA 30907

Commissioner
David Brunk
(706) 860-8499
(706) 650-8113 FAX

D. Advisory Councils

1. Lander University Athletics Committee - purpose is to provide a liaison between the students, faculty, and administration concerning the athletic program of the University. The committee consists of four faculty members, including the Faculty Athletics Representative, Chair; two students; two alumni; the Director of Athletics; the Senior Woman Administrator; and the head coaches of all Lander University intercollegiate teams.
2. Lander University NCAA Compliance Committee - purpose is to ensure the Institution's compliance with all rules, regulations, and guidelines of the National Collegiate Athletic Association. The committee consists of the Lander University Director of Compliance, Chair;

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the Director of Admissions; the Director of Financial Aid; the Registrar and Director of Institutional Research; the Faculty Athletics Representative; the Senior Woman Administrator and the Director of Athletics.

3. Lander University Student-Athlete Advisory Committee - purpose is to improve the intercollegiate experience of our student-athletes and to assist with the success of the total sports program. The committee consists of one member from each intercollegiate team, cheerleading squad, the dance squad, the athletic training staff and the Senior Woman Administrator.

E. The Bearcat Club

The purpose of the Bearcat Club is to promote intercollegiate athletics, sponsor the annual athletics banquet and the Athletics Hall of Fame, support scholarship fund-raising and sponsor activities for each sport. Membership is \$50 per person. The \$100 corporate membership fee supports club activities.

F. Lander University Policies and Procedures

Student-athletes are subject to the same academic and financial and non-academic rules and regulations as members of the regular student body. Student-athletes are encouraged to refer to the Lander University Student Handbook at www.lander.edu/student_affairs/sa-home.html for specific rights, policies, and procedures and the Student-Athlete handbook online at www.landerbearcats.com.

1. Confidentiality of Student Records

Lander University complies with the Family Educational Rights and Privacy Act of 1974, which is designed to protect students' rights with regard to education records maintained by the University. Basically, this means that:

Non-directory information will be shared only with the faculty and staff who have a legitimate need to know. Parent(s) or guardians of students under 18 have access to the University's official records.

Directory Information can be released without a student-athlete's prior written consent (see Lander Student handbook for exceptions):

- Name of student
- Address
- Telephone number
- Parents' names
- Date of birth
- Major
- Class schedule
- Height and weight of athletic teams
- Previous degrees awarded
- Previous educational agency or institution

At the time a student registers for courses, he/she may notify the Vice President for Student Affairs in

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writing that his/her directory information may not be released. Such notification is effective only for that one semester for which the student is enrolling, therefore the student-athlete needs to notify the Vice President for Student Affairs each semester.

2. Change of Address

Student-athletes are expected to notify the following of any change of home (permanent) and local mailing addresses and phone numbers within 24 hours.

- a. Office of Athletics
- b. Team Coach
- c. Lander University registrar

Consequences resulting from misdirected or unreceived official university communications is the responsibility of the student-athlete.

Identification Cards

Students are expected to have their Lander ID card with them at all times. Students are to produce their ID upon request.

The Lander ID card is nontransferable. Any student transferring or tampering with his/her ID card is subject to disciplinary actions, which could include suspension from Lander University. Tampering with an ID card includes changing any information on the card as well as tampering with the validation sticker.

Upon entering Lander University, each student is issued free of charge an identification card which is to be used throughout his/her University career at Lander. A \$5.00 fee is charged for each replacement ID.

The Lander ID card serves to identify the student for library privileges, athletic events, social events, student health services, and other University functions or services. In addition, the ID card serves as the student's ticket for meal services.

All students are required to have ID's validated each semester and each summer session.

II. Athletics Department Policies and Procedures

A. Bearcat Student-Athlete Code of Conduct

As a valued member of the Lander University Athletics Department, I will use all my ability to obtain a quality education and earn a degree. Although time commitments are demanding during my athletic season and in the off-season, I will remain academically eligible, attend class, inform professors of unexpected absences due to official athletic events, maintain academic honesty, and make utmost use of education tools such as tutoring labs and resource centers.

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As a member of Lander's Athletic Family, I will represent values and traditions of Lander University with the utmost integrity. I will support and respect all fellow students and student-athletes alike. The Bearcat represents pride, sportsmanship and hard work, so I will display these values while following NCAA and Peach Belt conference guidelines, obeying team rules and policies, and always giving 100 percent effort to represent Lander University in a positive manner during practices and competitions, as well as in the classroom and in my daily life

Submitted by: Lander University Student-Athlete Advisory Committee
February, 2006.

RESPONSIBILITIES OF THE STUDENT-ATHLETE

As a representative of Lander Athletics Department, each student-athlete will be expected to assume the following responsibilities:

- 1) To pursue the completion of a degree by developing and maintaining appropriate study habits,
- 2) To know and understand the provisions of the university Student Handbook and Student-Athlete Handbook and abide by these regulations,
- 3) To be enrolled in a minimum of 12 hours,
- 4) To attend all class meetings, labs and required discussion sessions (the only acceptable reasons for missing course obligations are serious illness, family emergencies or official travel to university-sponsored activities),**
- 5) To seek academic advice from the appropriate advisor at regular prescribed times and to pre-register each semester during the official early registration period, and
- 6) To understand the policies and procedures of Lander's academic support program.

If a student-athlete has any concern about the services or benefits provided to student-athletes, he or she should feel free to talk with one of the following people: his or her advisor, the Faculty Athletics Representative, the Senior Woman Administrator, the Compliance Coordinator, or the Athletics Director.

SPORTSMANSHIP

Unsportsmanlike conduct by anyone associated with Lander University will not be tolerated and will subject the individual to disciplinary action.

Acts violating player decorum rules shall include, but are not limited to the following and may subject violators to reprimand or suspension from additional contests as the athletics director deems appropriate.

- 1) Striking or physically abusing an official, opposing coach, player, or spectator;
- 2) Using profanity, vulgarity, or taunting, ridiculing, or making obscene gestures;
- 3) Publicly criticizing any game official or institutional personnel;
- 4) Engaging in negative recruiting by making derogatory statements of another institution or its personnel to a prospective student-athlete, parent, high school coach or other persons interested in the prospective student-athlete;

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- 5) Entering the competing arena for an unsportsmanlike purpose; or
- 6) Exhibiting any other act of unsportsmanlike conduct not specifically described.

Student-athletes are subject to student regulations and penalties as stated in the university Student Handbook. Additionally, due to the high visibility and increasing public scrutiny of all athletics programs, student-athletes are expected to meet higher standards of personal conduct and appearance than those stated in the university regulations; therefore, in addition to the sanctions that may be imposed for misconduct as stated in the Student Handbook, student-athletes may also face additional disciplinary measures imposed by the appropriate athletics department official.

- **Sanctions imposed may range from referral to appropriate counseling service, to suspension from the athletics program, depending upon the severity of the misconduct and the surrounding circumstances.**
- **The cancellation or non-renewal of an athlete's grant-in-aid for any act of misconduct will be done in accordance with NCAA and university rules.**
- **In addition to any discipline that may be imposed under this policy, the unauthorized possession of any steroids, possession of any illegal drugs and the illegal possession of alcohol, beer or wine including public intoxication or driving under the influence of alcohol by a student-athlete will be treated as though the student-athlete had a positive test result under the university athletics department drug education program.**

The following are considered misconduct actions by a student-athlete:

- Violations of NCAA rules
- Arrest for any crime other than a minor traffic offense
- Possession of any illegal drug
- Illegal possession or consumption of alcohol, beer or wine
- Fighting with, threatening the safety of, or harassing any individual
- Stealing money or property from the lawful owner
- Destruction of university property
- Unauthorized entry into any university building
- Acts of moral misconduct
- Any interference with the normal operations of the university or any disruption or conduct that interferes with the rights and opportunities of those who attend the university
- Any conduct that reflects unfavorably upon Lander University or the Lander University athletics department

Rules for student-athletes may also be established by each individual sport's head coach and his or her staff within the perimeters established by the athletics director, the NCAA, and the University. The head coach informs the team member of such team and training rules at the beginning of the academic year.

B. Peach Belt Conference Code of Conduct

Each Peach Belt institution is responsible for creating an atmosphere that promotes good sportsmanship and a hospitable environment for visiting teams and spectators. Facility design, student body makeup, and many other factors influence the ambience on any given campus. Consequently, each institution should design the specifics of its own Code of Conduct incorporating the principles and guidelines of the Peach Belt Code of Conduct.

All hosts and guests of Peach Belt athletic events are expected to adhere to the following general principles:

- Respect the rights and dignity of all persons.
- Strive to insure the personal safety and well being of all persons.
- Refrain from conduct that adversely affects others.
- Act responsibly at all times.

In addition to the principles referred to above, athletic personnel, officials, fans, student-athletes, and student peer groups (i.e. bands, cheerleaders, mascots, etc.) are expected to observe the following guidelines:

ADMINISTRATORS: PBC administrators are expected to develop and promote the attitude that the treatment of visiting teams and fans will be in the manner that they would wish their teams and fans to be accorded. The host game manager should welcome the visiting coach and team and extend courtesies that they would expect to receive. The host athletic director should brief everyone from coaches and team members to concessionaires, pep band members, ushers, and cheerleaders that their roles should reflect a courteous demeanor at all times.

COACHES: Coaches are very visible and influential representatives of the institution. As ambassadors for their institutions, coaches are expected to set a standard for others to follow in the areas of appropriate language and treatment of officials, players, and fans. Coaches have the greatest influence over their team members both on the bench and on the field of play. A team often time reflects the attitude of the coach. PBC coaches should exert ongoing control over the conduct of their team members at all times. In the extreme, coaches should be prepared to remove team members who show disrespect for their opponents, even at the risk of losing a contest.

STUDENT-ATHLETES: PBC student-athletes must realize that they are very visible representatives of their institutions. As such, it is extremely important that they act in a responsible and respectable manner at all times when representing their institution. Profanity, inappropriate gestures, and negative statements or actions between opposing players, officials of fans, especially taunting and baiting, will not be tolerated.

OFFICIALS: Officials who are assigned to PBC athletic events must enforce the rules concerning sportsmanship and deal decisively with abuse of those rules. The only warning concerning abuse of sportsmanship rules should come immediately before the contest. During the contest any abuses should be dealt with through the administration of penalties, not further warnings. Each official will be provided with the following written statement; “The Peach Belt Conference requires officials to enforce all rules regarding unsportsmanlike conduct by coaches and players. Profanity, inappropriate

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gestures and negative statements or actions between opposing players, especially taunting and baiting, will not be tolerated. If such comments are heard or gestures seen, a penalty will be assessed immediately. If any coach protests the unsportsmanlike conduct penalties, he/she will be ejected from the contest immediately. There will be no warnings. All players and coaches have been advised of this.”

PBC COMMISSIONER: The commissioner will enforce the unsportsmanlike conduct rules of the game and of the Conference. The commissioner will assess penalties for inappropriate behavior that is not detected or acted on by the officials. The commissioner may also impose penalties in addition to those imposed by the officials. These penalties may include but are not limited to:

- Private Reprimand
- Public Reprimand
- Game/Games Suspension

FANS: It is understood that occasionally fans might make negative comments about officials and opponents. However, individuals who use profanity or vulgar gestures or words, who display a blatant disrespect or who orally abuse officials, opponents or other fans will be ejected from the athletic event. Individuals who repeatedly exhibit a pattern of such conduct will be refused admission to athletic contests by the athletics director. Fans are also prohibited by NCAA rules from using artificial noisemakers and airhorns at athletic contests.

SPIRIT GROUPS: Like student-athletes, these groups are visible representatives of the institution. As such, high expectations are placed upon them for exemplary behavior. The role of any spirit group is to encourage and support their team, not to deride their guests. Consequently, members of spirit groups may not make negative comments about visiting players or fans during the course of the athletic contest. Specific standards of conduct for various spirit groups are listed in the following paragraphs.

Cheerleaders: The cheerleaders should project a positive influence upon the spectators and participants in the contest. The positive influence can be manifested in the content of the cheers, the timing of the cheers, and the positioning of the squad during the game. In general, the content of the cheers should not contain language or gestures that are of questionable taste. The squad may not position themselves behind the goal in an attempt to affect play, including free throw shooting. Further, they should position themselves in front of their own crowd before the game, during time-outs, and at half time. Megaphones may only be used for voice amplification and not in any other manner.

Pep Bands: The pep band may only play during time outs and intermissions. Any attempt to drown out opposing spirit groups, or jeers from the band members will be an act of unsportsmanlike conduct. The athletics administration will ensure that positioning of the pep band will be a reasonable distance from the visiting team and spectators’ seating by placing the band in either a neutral area or an area contiguous to the home team spectators’ seating. In no instance will the pep band be allowed to sit behind the visiting team’s bench.

Student Pep Groups: In general, student pep groups should follow the spirit of the guidelines set forth for cheerleaders and pep bands. The group should sit in their team’s spectator seating. In no instance will they be permitted to sit in the opposing team’s spectator

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seating or behind the opposing team's bench. The content of their cheering should not be confrontational, profane, or otherwise in poor taste and judgment.

Mascots: The role of the mascot is to help foster fan support for his/her (its) team. Any gesturing or positioning should occur to serve that end. It should not, however, impair the progress of the game or confront the opposing players or spectators in any negative manner. At no time should the mascot antagonize or enter the vicinity of the opposing team's bench. Any good-natured humor involving officials should be limited to times when they are idle and there is no game action taking place. All gesturing and actions must be in good taste and suitable for family living.

CONCLUDING STATEMENT: The PBC believes that an effort on the part of all conference members to create an atmosphere of sportsmanship will result in a healthier, more positive environment in which the student-athletes can compete.

C. NCAA Rules and Regulations

Each year prior to participation in intercollegiate competition, a team meeting will be held, and student-athletes will receive a copy of the "Summary of NCAA Regulations."

Student-athletes will be required to do the following:

1. Submit information relating to eligibility;
2. Give written consent to disclose education records to an authorized representative; and
3. Give permission to be tested for drugs--both NCAA and Lander testing.

Failure to complete and sign the statement annually will result in ineligibility for participation in all intercollegiate competition.

D. NCAA Academic Requirements

If a student-athlete does not meet the following requirements, he or she will not be eligible to play. Therefore, these instructions are critical to your continued athletic participation. If you have any questions about them, please ask your coach or contact Susan Going, Carnell Learning Center, room 106G. Phone number is 864-388-8042.

1. Freshman Student-Athlete Requirements
 - a. It is imperative to do well in all classes. Having to repeat a class means taking a class twice that will count only once. It can affect NCAA satisfactory progress requirements as well as the student-athlete's GPA.
 - b. Student-athletes undecided about a major should take classes that would

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be required in the core curriculum for any of the majors. All majors have general education requirements. However, mathematics is often specific to a major. Wait to take mathematics till a major is chosen.

- c. Normally, a student-athlete should enroll in 15 hours.
- d. **NEVER withdraw from a class without consulting an instructor, a coach and the NCAA Compliance Coordinator. If student-athletes drop a course and are considered part-time by the NCAA, they are immediately ineligible and may not compete. A student-athlete should never add or drop a course without seeing Susan Going or Kent Atkins. If you make a “D” or “F” in any class, do not leave campus at the end of any semester without talking to Susan Going or Kent Atkins about your eligibility.**

2. Returning/Transfer Student-Athlete Requirements

- a. Student-athletes must earn at least 24 hours toward their major from fall to fall in order to compete the following year. Of these 24 hours, at least 18 must be earned during the fall and spring semesters (75%) and only 6 of these 24 hours can be counted from courses taken during summer (25%). A student-athlete may take more than 6 hours in the summer and grades on all hours taken at Lander can raise or lower the GPA. Also, a student-athlete must pass 9 hours in order to be eligible the following semester.
- b. If entering the third year of enrollment or entering the 5th semester, a major which leads to a baccalaureate degree must be officially declared. The hours taken must be in courses required for that major. Student-athletes deciding to change their major must officially make the change with the respective major department. Unless the major is officially changed, any new courses taken towards this major will not count.
- c. Some majors have few electives. Be sure the courses taken are those that are required. Majors with very few electives include Medical Technology, Business Administration and Accounting, Teacher Education, and Dual Engineering majors. Always consult with your advisor prior to registration.
- d. Request a copy of the Program Requirements page from faculty advisor and follow it.
- e. Transferred student-athletes should make certain that they are not retaking a course in which they have already earned credit.
- f. Student-athletes intending to enroll at another institution during the summer on a transient basis must receive advance permission to do so. There is a form in the office of the Registrar.
- g. **Never withdraw from a class without consulting an instructor, an academic advisor, your coach and Susan Going or Kent Atkins. If a withdrawal results in less than full-time enrollment (12 hours), the student-athlete is ineligible. A repeat of a “D or better” will not count towards the 12 hour eligibility. Transfers**

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must have a 2.0 at the Lander at the end of their first academic year.

- h. Starting in the Fall of 2016, you must have a 2.0 in order to stay eligible to compete, no matter how many hours you have accumulated.

Type of Course	Examples	Will Count towards Graduation Credit	Will count towards athletic eligibility	Comments
PEES Activity	Various	Yes, if required	Yes, if required	Maximum of 5 hours; PEES 176 max 2 hrs
Free Electives (not all majors have)	Various	Yes	Yes, only up to maximum in program	Extra free will not count
All major and minor courses	Various	Yes	Yes	Must declare major by 5th semester
Grade of an "T"	Various	No	No	"T" must be completed to earn hours
Repeated course work with "F" original grade	Various	Repeat will count if passed	Repeat will count if passed	Institutional GPA should go up
Repeated course work with initial passing grade	Various	No	No	Retaking the course may improve GPA

E. Athletic Grant-In-Aid

Athletic Grant-in-aid awards are given in one or more of the following categories:

1. Out-of-state tuition
2. In-state tuition - full or partial amount
3. Room and Board
4. Meals

5. Books (optional)

F. Early Registration for academic classes

The registrar's office will allow student representatives (student-athletes included) to register early for their classes. Early registration usually takes place 2-3 months before the next semester is to start. Student-athletes will be informed of the early registration dates by the team coach. Most coaches will require early registration because it allows the student-athlete to better organize their time as it relates to work schedule, practice, etc.

G. Attendance Regulations

Students are expected to attend class as regularly scheduled and are responsible for consulting instructors' syllabi regarding attendance requirements. Instructors with specific requirements can hold students accountable for absences from the class. Consequences for violating attendance requirements will vary from instructor to instructor and may include failure of the course. Students who anticipate missing class must seek relief from attendance requirements at least one week prior to the date of absence. Students missing class are expected to consult with their instructor(s) to request permission to make up missed course work.

University Student Representatives (approved by the President) who must attend University-sponsored events will be given relief from an instructor's attendance requirements if they notify the instructor(s) at least one week prior to the event. University Student Representatives must meet the attendance requirements stated in the previous paragraph for all other absences.

Students may request attendance accommodations for documented disabilities by contacting The Office of Student Disability Service prior to the beginning of classes.

H. Team Rules

Student-athletes have a responsibility to adhere to team rules as provided by the head coach and the Department of Athletics. These rules are important and can affect the status of a student-athlete, i.e., suspension or dismissal from team.

All decisions directly related to team performance, i.e., playing time, position, traveling squad, training, curfew, appearance, and conduct are the responsibility of the head coach. The head coach will either give out written rules or go over them with the team at the start of the season.

I. Academic Advising Programs

The Academic Success Center (ASC), located in Genesis Hall, (388-8460), provides free tutorial services in most freshman and sophomore level courses and many upper level courses as well. Preparation for the PRAXIS 1 tests for students pursuing certification to teach is available too. Highly qualified tutors are recommended by the faculty and are required to attend tutor training

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throughout the year. Free peer tutoring is available Monday through Friday 8:00 am to 5:00 pm with additional evening hours upon request. Appointments can be made online – go to the following link: <http://www.lander.edu/Academics/Academic-Success-Center/Tutoring-Services.aspx>. Students can also drop by the ASC and the student workers will help with their initial registration process and sign up for tutoring services. The tutor sign up is also available on students' MyLander accounts under the "Academic Services" tab.

The Writing Center is located in LC 347 (388-8250). Students may refer themselves to these services or may be referred by a counselor, advisor, or professor. Help is available for students wanting or needing to improve writing skills; to correct basic writing problems or improve writing at any level, to organize reports or research papers; or to write essay test answers. EEE pretesting is provided. Services are available by appointment and on a drop in basis.

The Academic Success Center also provides advising services for students in the following categories: new transfers, any student considering changing majors, Bridge students, and students with questions during the summer if the assigned advisor is not available. Students may call 864-388-8308 to schedule an appointment with an advisor.

Accommodations for students with disabilities who need extra time and/or a quiet place to test are administered in the Academic Success Center. Please check in with the Wellness Center in Genesis Hall before requesting accommodations. Current documentation is required.

J. Lander University Department of Athletics

Substance Abuse Policy

Recognizing that drug and alcohol abuse in college athletics is of national concern and could endanger the health, development, and well-being of some of the university's student-athletes, the Lander University Department of Athletics has developed this policy of drug education, testing and counseling.

The purposes of the Lander University Department of Athletics Substance Abuse Policy are as follows:

- a. To provide appropriate substance abuse education for all facets of the Lander University athletic community;
- b. To identify those athletes who are involved in substance abuse so that they may receive the professional help and support which they need;
- c. To deter athletes from involvement in substance abuse;
- d. To give athletes another reason to say "NO" to substance abuse;
- e. To convey the message that Lander University believes that the process of chemically-enhanced athletic performance is unethical, and will not tolerate such behavior; and

- f. To enhance the safety and well-being of Lander University athletes and their opponents.

SUBSTANCE ABUSE EDUCATION

The Athletics Department discourages any use of tobacco, illegal drugs, or abuse of alcohol. The use of alcohol, tobacco, and other drugs at Lander University athletics events and activities associated with them is prohibited by the Athletics Department. The athletics director must approve any or all exceptions in writing.

The Athletics Department will conduct an Alcohol, Tobacco, and other Drug educational session two times yearly for all student athletes. The initial session will, at a minimum, contain a review of the Athletics Department and University policy including resources and referral information. Additional educational sessions will be provided on related topics.

The Athletics Department will incorporate for staff a yearly review of department and University policy on Alcohol, Tobacco, and other Drugs in a meeting prior to the beginning of the fall semester. Additional information provided will include resources and referral services to enable the athletic department staff to engage in informed, responsible decision making regarding the use and abuse of alcohol, tobacco, and other drugs by their student athletes.

The Athletics Department will conduct random drug screening of student athletes in order to identify those who use or abuse any banned substances. The athletics director may add any student athlete who is identified for reasonable cause to the random screening list.

Alcohol

Lander University will not tolerate or illegal or otherwise irresponsible use of alcohol. This included drinking while under the legal age and purchasing alcohol for use by a minor. Alcoholism is a progressive disorder with serious consequences.

A student-athlete who consumes alcohol will be held accountable for any alcohol related incident in which he/she is involved. In such cases, the student is subject to university, athletic department or team disciplinary action whether or not there are legal implications.

If a student-athlete is involved in an alcohol related incident, no matter if there are legal or non-legal consequences, the student-athlete will be subjected to the following consequences. Please note these consequences are cumulative in nature.

First Offense

Student-athlete meets with Athletic Director, Head Coach and Asst. AD for Sports Medicine to explain the situation. The student-athlete is referred to the on campus counseling center for evaluation and any follow up meetings. The length of these sessions will be determined by the on campus counseling center. Student-athlete is informed of next consequences if there is any other alcohol violation.

Second Offense

Student-athlete meets with Athletic Director, Head Coach and Asst. AD for Sports Medicine to

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explain the situation. The student-athlete is again referred to the on campus counseling center for evaluation and any follow up meetings. The length of these sessions will be determined by the on campus counseling center. Student is immediately suspended for 10 days from all athletic activities and 10% of future scheduled contest. These will be next regular season contests that are to be played in that particular sport. Student-athlete is informed of next consequence if there is any other alcohol violation.

Third offense

Student-athlete meets with Athletic Director, Head Coach and Asst. AD for Sports Medicine to explain the situation. Student-athlete is permanently dismissed from his/her athletic program and loses any athletic aid.

More serious offenses involving alcohol i.e., DUI, are subject to more serious consequences as decided by the Athletics Director and Head Coach. Student is also subjected to any discipline action as outlined in the Lander University Student handbook for any level of offense.

Tobacco

Tobacco use often results in physical dependency in the form of nicotine addiction. The negative effects of tobacco abuse are well documented in the high incidence of oral, lung, and other forms of cancer.

NCAA legislation prohibits the use of tobacco products by all athletes, coaches, athletic trainers, managers, and officials, in all sports during practice and competition. In addition, Lander University prohibits tobacco use by student-athletes, staff, and spectators on and in close proximity to the grounds of all athletic facilities at all times. Any staff member or student-athlete representing the athletic department in an official capacity at any time is prohibited from the use of tobacco products. Violations of this policy are subject to disciplinary sanctions by the head coach, athletics director, and head athletic trainer.

SUBSTANCE ABUSE PROGRAM DESCRIPTION

Urinalysis will be used to detect possible prohibited drug use through a screening program. However, other types of tests may be utilized to determine the presence of alcohol, tobacco, and other drugs. The testing based on urinalysis will be implemented as follows:

- **Random Screening:** All student athletes listed on official team rosters will be eligible to be screened. At least 10% of members from each team will be selected by a computer generated random draw.
- **Individualized Reasonable Suspicion Screening:** Any student-athlete may be added to the random sample for drug screening when in the judgment of the athletic director there is reasonable cause to suspect the student athlete is engaged in the use of any prohibited substance. Reasonable Suspicion may be based on information from any source deemed reliable by the Director of Athletics, including, but not limited to: 1. Observed possession or use of substances that appear to be prohibited, 2. Arrest or conviction for a criminal offense related to possession, use or trafficking of prohibited substances, 3. Observed abnormal appearance, conduct, or behavior, reasonably interpretable as being caused by the use of prohibited substances.

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Upon receipt of such information, the Athletic Director shall confer with University legal and medical representatives in determining whether there is reasonable cause to suspect a student athlete is engaged in use or abuse. If reasonable suspicion is found to exist, the Director of Athletics will add the student athlete to the next random list for screening and they will be notified in the same manner as other student-athletes.

- **Positive Test Follow-up Screening:** Any student athlete who tests positive will automatically be added to the random list for screening and will be notified in the same manner as the rest of the group. The student athlete will be tested at each test session for the remainder of their eligibility at Lander University.

Substance Abuse Testing

- All student athletes (and a parent or guardian if student is under 18) will sign a consent form prior to becoming an active member of any team roster. This form will explain the alcohol, tobacco, and other drug policy and drug screening program outlined in this document. Consent to this policy is a prerequisite of participation in the athletics program at Lander University.
- The Athletics Director and/or Head Athletic Trainer will select the dates for testing
- A computer generated random draw will be preformed to select a minimum of 10% of the student athletes from each team for each drug screening.
- The student athletes to be tested will be notified where and when to appear for the test. It is then the student athlete's responsibility to be present for testing. If an athlete fails to report to the test, it will be considered a positive test and will be re-tested at the next test session in consultation with the Athletics Director, Head Athletic Trainer, Head Coach and Director of Counseling.
- The student-athlete will give a directly observed sample of urine.
- An outside certified agency will conduct the tests in the Lander University Horne Arena according to Federal Department of Transportation guidelines. Any or all NCAA banned drugs may be tested for. Certified collectors will collect the urine sample. The student athlete will witness the agency representative prepare the samples and will sign the appropriate paperwork acknowledging the sample is his or hers.
- The samples will be transferred to the testing lab according to the chain of custody set forward by the agency.
- The Medical Review Officer of the outside agency will make initial notification of positive tests. The Head Athletic Trainer will be notified via secured fax or mail. The Head Athletic Trainer then notifies the Athletics Director verbally. The Athletics Director will then notify the respective Head Coach. The Head Athletic Trainer will notify the student athlete.
- In the case of a positive test, the student athlete will be given the opportunity to have a portion of the original sample retested.
- Substances to be testing for:
 - a. Amphetamines
 - b. Methamphetamine
 - c. Cannabinoid (Marijuana)
 - d. Cocaine
 - e. Opiates (Heroin and other opium derivatives)

Actions Resulting from a Positive Test

The following are the minimum penalties to be enforced by the Athletics Department. Additional penalties may be developed and imposed at the discretion of the individual team coaches. However, specific team policies must be in writing and must be distributed to all team members prior to that sport's first practice.

- **First Confirmed Positive Test**
 - Required meeting with Athletics Director, Head Coach, and Head Athletic Trainer
 - Parental notification by phone and follow up in writing
 - Referral for counseling evaluation at the Campus Counseling Center and required follow-up as recommended
 - Suspension from all team activities for ten days and two contests; schedule of suspension to be served at discretion of Athletics Director after meeting with the Head Coach and Head Athletic Trainer; those sports that have 10 contests or less will only have to miss one contest for a positive test.
 - Subject to unannounced drug and alcohol screening at any time for the remainder of their eligibility
- **Second Confirmed Positive Test**
 - Required meeting with Athletics Director, Head Coach, and Head Athletic Trainer
 - Parental notification by phone and follow up in writing
 - Permanent dismissal from all Lander University Intercollegiate Athletic participation

Confirmed positive tests are cumulative through eligibility regardless of how much time lapses between positive tests.

If the individual student athlete does not fulfill the requisite sanctions, he/she forfeits the right to participate in the Lander University Intercollegiate Athletics Program.

Self-Disclosure

The University and the staff of the Athletics Department encourage any student-athlete to voluntarily seek assistance from a staff member whenever he or she feels they have a problem with alcohol or other drugs.

The following procedure will be followed if a student-athlete voluntarily discloses a problem:

- Referral to Head Athletic Trainer
- Head Coach and Athletics Director are notified if not already
- Referral for counseling evaluation at the Campus Counseling Center and required follow-up as recommended
- Automatically placed on the screening list the following school semester

NOTE: A self-disclosure referral does not count as a first positive drug test

FALSIFICATION OF TEST RESULTS

Any attempt to falsify test results by providing false information, altering a urine sample, manipulating test results, or any other conscientious effort to circumvent the process will result in an automatic suspension from participation in the athletic program for a period of not less than one (1) year.

SELECTION OF A LAB

An appropriate lab will be selected based upon the following basic criteria:

- a. Ability to provide appropriate initial screening procedures (immunoassay, thin-layer chromatography, etc.) AND confirmatory testing using gas chromatography and mass spectrometry.
- b. Documented accuracy rates with respect to false-positive results.
- c. Appropriate chain of custody plan which will minimize the possibility of inaccurate results.
- d. Availability of confirmation affidavits from analysts/toxicologists upon request.
- e. Convenience with respect to sample storage and transportation, and prompt reporting of test results.
- f. Cost

*****Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff. Dietary supplements are not well regulated and may cause a positive drug test result. Any product containing a dietary supplement ingredient is taken at your own risk.**

K. Medical Policies and Procedures

I. Physical Examinations

All student-athletes must be examined and approved for participation by a physician designated by the university and/or Team Physician before being permitted to practice or compete with an intercollegiate team. While the examination is effective for one year, the Team Physician and/or University physician designee may re-evaluate the athlete's fitness for participation at any time.

All incoming freshman and transfer student-athletes must complete a health history questionnaire before a physical examination is given. Upon satisfactorily completing the physical exam, the student-athlete will be allowed to participate. In the event the physician requires further examination and/or tests to determine clearance for play, it will be the financial responsibility of the student-athlete to pay for such examination and/or tests. Returning student-athletes will complete a health history review and then receive a physical examination only if their health history review warrants.

II. Limits of University Responsibility

The university's responsibility for medical treatment resulting from injuries sustained by the student-athlete is limited to:

- a) Those injuries that occur while participating as a member of an athletic team at Lander University in a regularly approved practice session or game and under the **SUPERVISION** of proper coaches.
- b) Those injuries while traveling directly to or from such regularly scheduled and approved practice sessions or games with other members of the team as a group, provided such group is at the time under the supervision of the proper coach.

Responsibility for medical expenses resulting from injuries sustained as listed above is limited to:

- a) Those expenses resulting from medical services which have been authorized.
- b) Payment of authorized expenses not covered by the athlete's or athlete's parent's personal insurance.

The University's policy and/or the University may deny claims for an injury that has resulted from a pre-existing condition (i.e., any injury that was incurred prior to enrollment as a student-athlete at Lander University).

If a student-athlete does not follow the procedures of reporting an injury to the athletic training staff, but decides to go to an outside physician without prior approval from the athletic training staff or Team Physician, the university insurance coverage is null and void. In order for a student-athlete to be covered for expenses of any athletic injury or illness, he/she must go through the athletic training staff or Team Physician by reporting the injury and the athletic training staff will make necessary arrangements with an outside physician.

III. Insurance

All student-athletes will be required to fill out an insurance form prior to the beginning of their season to show proof of accident/illness insurance. This must be done before they are allowed to practice or play. If a student athlete does not have primary insurance, then they must purchase a plan that covers intercollegiate athletic injuries. Those with Medicaid and Tricare insurance must also purchase a primary policy. The university's athletic insurance requires that the athlete's or parent's insurance be utilized for primary coverage of medical and surgical expenses. The university's policy will pay no bills until all claims have been first submitted to the athletes or parent's policy. The university's policy will pay claims that are denied or paid in part, but only after a copy of the "Explanation of Benefits" form showing payment record and any outstanding bills are submitted by either the parents or providers of service.

Authorized medical bills are to be handled in the following manner:

- a) Submit all bills for medical services to the athletes or athlete's parent's insurance policy.
- b) If the student has no insurance or the athlete's policy does not pay the entire claim, the bills and the "Explanation of Benefits" form should be sent to the Head Athletic Trainer for processing.

IV. Injury and Illness Procedure

The student-athlete must report all athletic injuries or illnesses to a representative of the athletic training staff as soon as possible, so an early and thorough evaluation can be accomplished. The staff athletic trainer will make the necessary medical referral as indicated. If the athlete desires to see the school nurse, they must first come through the athletic training staff. Failure to do so may make the student-athlete become responsible for any medical bills that may be incurred.

In the event of an emergency or medical problem, outside of training room hours, contact a member of the athletic training staff for the necessary advice or assistance, regardless of the time of day. If unable to contact a member of the athletic training staff and you live on campus, go directly to Public Safety for assistance. Off campus residents should go the emergency room at Self Regional Hospital.

In any case, the athlete should report the emergency incident to the athletic training staff as soon as possible. **The athlete is not permitted to seek medical attention without the prior authorization from the athletic training staff and/or Team Physician, except in cases of emergencies.**

V. Training Room Rules and Regulations for Athletes

The athletic training room is located in the basement of Finis Horne Arena. During your particular season, it is a busy facility, therefore, unless you are receiving treatment, being taped, or evaluated, please stay out so that the personnel can help those who need attention.

- a) The athletic training room is coed, so shorts must be worn at all times.
- b) There will be no loitering. Athletes will be examined, receive treatment, be taped and leave immediately.
- c) Cleats and spikes are to be taken off before entering, unless an emergency.
- d) NO profanity or horseplay permitted in the training room.
- e) NO food, drinks, tobacco or smoking of any kind in the training room.

- f) No athlete will be allowed to treat themselves.
- g) No athlete is permitted to get any OTC medicine out of the cabinets. Please ask a member of the athletic training staff for assistance.

VI. Treatments

Injured athletes must report for treatment according to the schedule identified by the athletic training staff. Failure of the athlete to keep treatment appointments will be turned in to the sports' appropriate coaches.

VII. Injury Evaluations

The evaluation of injured athletes is the sole responsibility of the athletic training staff and Team Physician/university physician. When an injury occurs, the coaches should not get involved in any way in the evaluation, treatment or disposition of the athlete. Furthermore, coaches shall not screen injuries before they are seen by the athletic training staff.

VIII. Referrals to Medical Specialists

If, in the opinion of the athletic trainer and Team Physician, an athlete should be referred to a medical specialist for consultation due to an athletic injury, the following procedure will be followed:

- a) The athletic training staff and/or Team Physician will make the appointment with the consultant.
- b) Any expenses occurred (travel, mileage, etc.) will be the responsibility of the student-athlete.

IX. Participation Following Injuries

Decisions regarding the return of an injured athlete to practice and competition will be the sole responsibility of the athletic training staff, Team Physician and/or university physicians.

X. Medication Policy

Student-athletes will not be permitted to enter the cabinets and retrieve OTC medications. All medications must be dispensed by the athletic training staff. Prescription medications will only be paid for by the athletic training department for **only injuries** that are sustained during the traditional and non-traditional season of competition for that particular student-athlete.

XI. Emergency Procedures

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In the event of an injury that requires immediate transportation to a medical facility, the following procedure should be used:

- a) Begin immediate first aid
- b) Call campus security and inform them of your need for an ambulance. Give your name, location, and the status of the emergency. They will call for the ambulance.
- c) When the ambulance arrives, someone (athletic trainer) should accompany the athlete to the hospital.
- d) The athletic training staff should be notified as soon as possible.

Emergency phone numbers are located on all training room phones.

XII. End of the year questionnaire

At the end of the school year, each student-athlete will be required to fill out an end of the year questionnaire. This questionnaire will address any medical problems that the student-athlete may still be experiencing after their season has been completed. Failure to completely disclose any continuing injury will make the student-athlete financially responsible for any medical treatment that might occur as a result of the injury.

XIII. Non-emergency Transportation

Transportation for non-medical emergencies will be arranged through the athletic training staff. Should the athletic training staff not be available, it should be arranged through Public Safety. Under no circumstances should a student athletic trainer transport an athlete in a personal vehicle.

XIV. Off-Season Athletic Training Coverage

Due to staffing reasons, off season coverage of practices (fall baseball, fall softball, spring soccer, spring volleyball) will not be covered for athletic training purposes. If outside competition is played, then it is the responsibility of the coach to notify the athletic training staff well in advance so this could be given adequate athletic training coverage

XV. Procedures regarding handling, cleaning and treatment of facilities and athletes exposed to blood and other potentially infectious materials.

The following recommendations are designed to further minimize risk of blood-borne

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pathogen transmission in the context of athletic events and to provide treatment guidelines for care givers. These are referred to as "universal precautions," but some additions and modifications have been made as relevant to the athletics arena.

- a) Pre-event preparation includes proper care for existing wounds, abrasions, cuts or weeping wounds that may serve as a source of bleeding or as a port of entry for blood-borne pathogens. These wounds should be covered before competition takes place.
- b) The necessary equipment and/or supplies important to compliance with universal precautions should be available to health care givers. These supplies include appropriate gloves, disinfectant bleach, antiseptics, bio-hazard containers, sharp containers, bandages and/or dressings.
- c) When a student-athlete is bleeding, the bleeding must be stopped and the open wound covered with a dressing sturdy enough to withstand the demands of the particular sport. Participants should be removed from the event as soon as practical. Return to play is determined by appropriate medical personnel. Any participant whose uniform is saturated with blood, regardless of the source, must have that uniform evaluated by medical personnel for potential infectivity and changed if necessary before return to competition.
- d) During an event, early recognition of uncontrolled bleeding is the responsibility of coaches, officials, student-athletes and medical personnel. In particular, student-athletes should be aware of their responsibility to report a bleeding wound to the proper medical personnel.
- e) Personnel managing an acute blood exposure must follow guidelines for universal precautions. Latex gloves should be worn for the direct contact with blood or body fluids containing blood. Hands should be washed after glove removal.
- f) Any surface contaminated with blood should be cleaned in accordance with the following procedure: With gloves on, the spill should be contained in as small an area as possible. After the blood is removed, the surface area of concern should be cleaned with an appropriate decontaminant.
- g) Proper disposal procedures should be practiced to prevent injuries caused by needles, scalpels and other sharp instruments.
- h) Any equipment or uniforms soiled with blood should be handled and laundered in accordance with hygienic methods normally used for treatment of any soiled equipment or clothing. This includes provisions for bagging the soiled items in a manner to prevent secondary contamination of other items or personnel.

XVI. Heat Policy

Recommendations for practices in the heat/humidity:

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- Wear light colored, loose fitting clothing
- Drink at least 17 oz. of water 1-2 hours prior to exercise
- Modify activities according to heat index
- Take water breaks every 15-20 minutes
- Make sure student-athletes are acclimatized (physiological adjustment to the heat)
- Practice early in the day or later in the evening

FYI

The highest heat indexes are usually between 1 and 7 pm.

Acclimatization takes about 7-10 days and is a slow progression increasing in intensity and duration. Most adverse heat reactions occur in the first few days of practice.

Athletic Training Staff will monitor environmental conditions during the day and make recommendations on continuing practices with modifications or cancellation of practice. If the National Weather Service issues a Heat Advisory with Heat Index surpassing 100, practices will not take place during the window of the Heat Advisory

XVII. AED Policy

Due to recent events where athletes have died as a result of sudden cardiac death, Lander University Athletic Training now has three automated external defibrillators (AED). The brand of AED we have is the Phillips Onsite. Technical support is thru Southeastern Emergency Equipment from whom the device was purchased. The AED is very user friendly and can be used by any staff athletic trainer, athletic training student, coach or athletic department administrator certified in AED usage by either the American Red Cross or American Heart Association. EMT or higher certification also meets the criteria for usage. Following is the guidelines for usage by an AED certified staff member. Of note, remember the highest risk group we will deal with is probably the fan in the bleachers. Be prepared for a spectator to go into cardiac arrest and do not hesitate to use our AED on a spectator.

- When AED is not in use at an athletic event or practice, the AED's will be stored in the storage room located in the Cheezem/Wimmer Athletic Training Room.
- Have the AED on site at each athletic facility or practice venue. Since we have three units, the Head Athletic Trainer or Assistant Athletic Trainers will determine the designation of the AED's. When selecting the site of the AED's, the following must be taken into consideration:
 - Whether the sport is High Risk or Low Risk as denoted by the NCAA (high risk sports should have precedent over low risk sports). At Lander University, men and women's basketball are the highest risk followed by men and women's soccer, followed by, baseball, softball and volleyball. Lowest risk sports are cross country, men and women's tennis and golf.
 - The total number of participants and/or fans as the specific venues.
 - All home contests will supersede practices, unless EMS is onsite. If EMS is onsite and activity is going on at another site, our AED's should be at the non-EMS covered site.
 - Remember Title IX; women have an equal right to all athletic medical

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equipment. When deciding on location, do not locate the AED at the male site always. Use the above criteria for decision-making, not gender.

- When it is determined by following the primary survey of standard first aid (ABC's) that a cardiac emergency is taking place, the AED should be used only after calling Public Safety at 388-8911 and having them enact the EMS system. Another athletic training staff member, coach, athlete or bystander can perform this action.
- After EMS is enacted, position supine, open the airway, begin rescue breathing and apply chest compressions in the correct sequence until the AED is in place.
- Apply the pads to the bare chest of the athlete in a fashion described on the pads or on the cover of the AED.
- Turn on the AED by pressing the on button
- Clear everyone from touching the victim to allow the AED to monitor the heart rhythm. Make sure the victim is not lying in water.
- After rhythm analysis is completed follow instructions of AED to deliver shock, begin CPR or monitor vitals until EMS arrives (again make sure no one is touching the victim when shock is delivered).

Remember the AED is a fragile device. Care should be used when handling the AED. It should not be dropped, shaken or stored where it could get wet or exposed to extreme heat. There is also a battery check on the exterior that should be checked periodically. As long as there is a green flashing light in the window, the batteries are charged.

Priority AED usage will be based on the following conditions:

- Competitions/Scrimmages have priority over practices.
- Home games have priority over away games.
- Team Priority
 1. Men's Basketball
 2. Women's Basketball
 3. Men's Soccer
 4. Women's Soccer
 5. Baseball
 6. Softball
 7. Volleyball
 8. Men/Women's Tennis
 9. Men/Women's Golf

Parameters used to determine priority include:

- Sudden cardiac death (SCD) occurs in male athletes' more than female athletes.
- SCD occurs in black athletes more than any other race of athletes.
- Men's basketball has the highest reports of SCD.
- Blunt injuries to the chest may also cause SCD.

XVIII. Lightning Policy

The keys to lightning safety are education and prevention. Education begins with background information on lightning and an understanding of the basic physics of lightning. Prevention should

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begin long before any athletic event. The first preventive measure to mitigate the lightning hazard is for the coaching/athletic training staff to check the weather report each day before a practice or event. In this way, the staff will be aware of the possibility of a storms forming or moving in to the area during the day.

Second, the coaching/athletic training staff should be aware of the signs of nearby thunderstorm development. Lightning and thunder activity in the local area are the alarms for the coaching/athletic training staff to begin monitoring thunderstorm activity, such as direction of movement and distance to the lightning flashes. It is imperative to understand that thunderstorms can become threatening in as little as half an hour. Furthermore, coaching/athletic training staff should know the location of the safe shelter closest to the athletic site and how long it takes to reach that shelter. Safe shelter is defined as (1) any sturdy building that has metal plumbing or wiring, or both, to electrically ground the structure, i.e., not a shed or shack, and (2) in the absence of a sturdy building as described above, any vehicle with a hard metal roof (i.e., not a convertible or golf cart) with the windows rolled up.

Third, the coaching/athletic training staff should be aware of how close lightning is occurring. The “flash-to-bang” method is the most common way to estimate how far away lightning activity is occurring. Simply stated, count the seconds between seeing the lightning “flash” and hearing the clap of thunder (“bang”). Divide this number by five to determine how far away (in miles) lightning is occurring.

For practical purposes, the Lander University Athletic Training Department uses a Sky Scan device to detect lightening in the area. Should the device go off in the 8 – 20 mile range, then play should be halted and athletes and spectators moved to a safe area. Only after 30 minutes have passed since last lightening activity in the 8-20 mile range should activity resume.

Coaches that do not have an athletic trainer present on site should use the following process in determining how close lightening is:

1. If the “flash-to-bang” interval is decreasing rapidly, **and** the storm is approaching your location, or if the “flash-to-bang” count approaches thirty (30) seconds, all outdoor intercollegiate activities must cease. All persons must immediately leave the athletic site and seek safe shelter. The locker room shower and plumbing facilities **do not** provide safe shelter and should not be used at this time.
2. Stay away from tall or individual trees, lone objects (e.g. light or flag poles) metal objects (metal fences, or bleachers), standing pools of water, and open fields. Avoid being the tallest object in a field. **Do not** take shelter under a single tree.
3. If there is no safe shelter within a reasonable distance, crouch in a thick grove of small trees surrounded by taller trees, or in a dry ditch. Crouching with only your feet touching the ground and keeping your feet close together, wrap your arms around your knees and lower your head to minimize your body’s surface area. **Do not lie flat!**
4. If you feel your hair stand on end or your skin tingle or hear crackling noises, immediately crouch (as in No. 3) to minimize your body surface area.
5. Allow 30 minutes to pass after the **last** sound of thunder or flash of lightning before resuming any intercollegiate athletic activity.

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6. Do not use telephone unless there is an emergency. People have been struck by lightning and killed while using a land-line telephone.

7. Lightning strike victims **do not carry** an electrical charge. CPR is safe for the responder and has been shown to be effective in reviving lightning strike victims.

8. Pay more attention to the lightning threat than to the rain. It need not be raining for lightning to strike; lightning can strike far from the rain shaft.

The onus of removing a team or individuals from an athletic site in the event of dangerous and imminent lightning activity is on the coach supervising the activity. The safety of any team or student-athlete ultimately rests with that coach. Whenever possible, the full-time certified athletic training staff will advise the coach supervising the activity as to the danger and proximity of the lightning threat. However, the responsibility still remains with supervising coaches to remove their teams or individuals from a field or event site.

With the information and background on lightning presented in this policy, the coach or athletic trainer, or both, can make an intelligent and safe decision regarding the removal of a team or individuals from an athletic site or the stopping of play during dangerous thunderstorm activity. In addition, any individuals who feel they are in danger of any lightning activity have the right to leave a field or event site to seek safe shelter.

XIX. Concussion Management Plan

Lander University is committed to the prevention, identification, evaluation and management of concussions. Per NCAA guidelines, Lander has developed a plan so any student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from practice or competition and evaluated by an athletics healthcare provider with experience in the evaluation and management of concussions. Those student-athletes diagnosed with a concussion shall not return to activity for the remainder of that day. Medical clearance shall be determined by the team physician or their designee according to the concussion management plan.

What is a Concussion?

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head. Concussions can also result from hitting a hard surface as the ground, ice or floor, from players colliding with each other or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.

Signs and Symptoms

Observed by Coaching staff

Appears dazed or stunned
Confused about assignment or position
Forgets plays
Unsure of game, score or opponent
Moves clumsily
Answers questions slowly

Report by student athlete

Headache or “pressure” in head
Nausea or vomiting
Balance problems or dizziness
Double or blurry vision
Sensitivity to light
Sensitivity to noise

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Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy or groggy
Show behavior or personality changes	Concentration or memory problems
Can't recall events before hit or fall	Confusion
Can't recall events after hit or fall	Does not "feel right"

Plan

All student athletes on baseball, softball, men's soccer, women's soccer, men's basketball and women's basketball will undergo preseason baseline testing with the ImPact concussion management software. No student athlete will be allowed to practice until this is completed. Other student-athletes will be tested by Impact only after sustaining a concussion and their data will be compared to normative data since there was no baseline testing done on these individuals.

If a student-athlete exhibits signs and symptoms of a concussion during practice/game, the student athlete **will be removed** from the practice/game to be examined by the Lander University Athletic Training staff and/or team physician. If an athletic trainer is NOT present at the time of the injury, the student athlete should be removed from practice/game by the coach and the athletic training department should be notified as soon as possible to take over the care of the injured student athlete. If this is during an away game and there is no Lander athletic training staff available, the host institution should be consulted for proper evaluation. If the student athlete is diagnosed with a concussion by medical personnel, the student athlete will not be allowed to return to the practice/game and will be closely followed by the Lander University Sports Medicine staff. The student athlete will be referred to the Lander University team physician as soon as it is practically possible after the injury has occurred. If on the advisement of the attending physician the student athlete should be withheld from class or accommodations made, the proper professors will be notified as soon as possible. If the student athlete shows any signs of worsening neurologic status further evaluation to include CT scan of the brain or other advanced imaging will be considered. The student athlete will be monitored on a daily basis for changing signs and symptoms. Once the student athlete no longer exhibits any signs and symptoms of concussion, the student athlete will be examined by the team physician and re-tested with the Impact concussion management software to test neurocognitive function. This will determine availability to start progressing with a functional protocol. If the student athlete is within acceptable limits of baseline testing data, the student athlete will undergo a gradual functional progression of activity to prepare them for return to sport. The student athlete will continue to be monitored for any return of signs and symptoms during the functional progression. Should symptoms return, then the student athlete will be re-evaluated by medical personnel. Should student athlete no longer have signs and symptoms after undergoing functional progression, the student athlete will be allowed to return to sport. Final authority for return to play will reside with the team physician or physician's designee.

The student-athlete will be cleared for return to play when they exhibit no signs/symptoms of concussion at rest, no sign's symptoms of concussion during functional protocol and post injury Impact testing is within baseline limits.

Functional protocol:

Day 1: Walking for 20-30 minutes at a rate of 2-1/2 miles per hour

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Day 2: Jogging for 20-30 minutes

Day 3: Running for 20-30 minutes

Day 4: Performing sports specific practice drills

Day 5: Return to contact sports, if no sign/symptoms of concussion at rest and post injury Impact testing is within baseline limits.

If headaches or other symptoms occur, during any step, the activity needs to be stopped. The athlete should then wait 24 hours and start at the previous level again.

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Lander University Head Injury Information Sheet

This is a medical follow-up sheet for your health and safety. You have sustained a head injury known as a concussion. Often, signs of head injuries do not appear immediately after trauma, but hours later. The purpose of this fact sheet is to alert you to the symptoms of significant head injuries, including those symptoms which may occur several hours after you leave the athletic training room.

You will need to be checked for the following symptoms every two hours for at least 12 hours. A roommate or teammate has agreed to monitor you until you can follow up with your athletic trainer or team physician.

- Difficulty remembering recent events or meaningful facts
- Severe or worsening headache, particularly at a specific location
- Bleeding or clear fluid dripping from the ears or nose
- Mental confusion or strangeness
- Weakness or numbness/tingling in either arms or legs
- Abnormal drowsiness or sleepiness or inability to be awakened
- Convulsions
- Unequal pupil size
- Persistent ringing of the ears
- Slurring of speech
- Persistent vomiting
- Change in behavior or inability to concentrate
- Severe dizziness
- Double vision
- Seizures
- Incontinence

The presence of one or more of the above listed symptoms indicates your head injury may be severe and requires medical attention. **If you experience any of these symptoms or have any questions, call your ATC. If he/she is unavailable, seek medical help by calling public safety at 388-8222 or going directly to the emergency room at Self Regional Hospital.**

Adam Weyer	864-378-9456
Sophia Bonadies	571-723-1448
Justin Clinkscates	864-378-2067

- You cannot drink any alcohol or take any painkillers or any other meds that may alter awareness.
- You cannot drive a car until cleared by your athletic trainer or team physician
- You must go to the athletic training room tomorrow and get re-evaluated by your ATC or team physician.

Athlete's Signature

Date

Certified Athletic Trainer's Signature

Date

Responsible Monitors: I have read and understand the information in this sheet. I agree to monitor _____ for any worsening symptoms or changes in consciousness. I understand that I need to wake him/her up every two hours and make sure they do not drive, drink, or take pain meds. I will make sure they get medical help if needed and check in with the ATC tomorrow.

XX. Sickle Cell Trait Testing

Sickle cell disease is an inherited blood disorder that affects red blood cells that carry oxygen through our bodies. Persons with sickle cell disease produce sickle-shaped blood cells and this is caused sickling. Sickling prevents blood and oxygen from flowing to all parts of the body and can cause series medical problems or even death. Sickling can occur within the first 2-3 minutes of exercise and such conditions as infection, overexertion, dehydration, stress, heat, asthma and high altitude can make sickling worse.

Definition of Sickle Cell Trait: Carrying the sickle cell trait means that you carry enough genetic material to pass on the trait to your children. If you have children with someone else that has the sickle cell trait, the child could develop sickle cell disease. People with the sickle cell trait usually do not get the disease, but under extreme conditions, especially dehydration and high altitudes, some sickling can occur.

NCAA legislation has been adopted that requires institutions, as part of the medical examination required before athletic participation to include: 1) documented results of a sickle cell solubility test or 2) the student-athlete declines the test and signs a written release. In order to participant in athletics at Lander University, you must show documented results of a sickle cell solubility test or sign a written release. In the event you have a positive test for the trait or disease, you will be provided additional information on how to minimize the risks associated with participation in athletics.

Should you choose to be tested, testing is to be completed PRIOR to your arrival on campus. All newborns are screened at birth for sickle cell trait. Contact your family physician, pediatrician or Health Department to obtain copies of these results

XXI. Emergency Action Plans

Attached are the various emergency action plans for the venues that Lander University utilizes for practice and competition.

Emergency Plan Horne Arena at Lander University

In the event of an emergency in the Horne Arena, the following procedure will be utilized to make sure things run smoothly and expedately.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.
2. Emergency equipment (splints) will be available in the athletic training room during practices and contests. AED will be located at with athletic training kit during practices.
3. The Public Safety officer on hand for the game will notify EMS through the dispatch at the Public Safety office.

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4. If an emergency arises during practice, the student athletic trainer will notify the Cheezem-Wimmer Athletic Training Room. Public Safety will then be notified and EMS will be called.
5. EMS will enter the Horne Arena through the bank of doors on Wilson Street. The student athletic trainer on hand will coordinate the arrival through that entrance.
6. Once EMS arrives, they will take over the scene with the assistance of the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify the Athletics Director of situation.

Emergency Action Plan Dolny Stadium at Jeff May Complex, Lander University

In the event of an emergency at Legion Stadium, the following procedure will be utilized to make sure things run smoothly and expedately.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.
2. Emergency equipment (splints) will be available in the home dugout if needed.
3. Automated emergency defibrillator will be on hand for all spring practices/games and located in the home dugout.
4. If an emergency arises during practice, EMS will summoned by the coach by dialing Lander Public Safety at 388-8222. If staff athletic trainer is on hand, then they will notify LUPD.
5. If EMS needs access to the field, they will need to enter the field thru the drive thru gate located out in left field. This can be access from the plaza area. If access is needed in the stands, then access will be made off of Graydon Street before they reach the parking lot. Lander Public Safety will coordinate getting EMS to the correct location. Lander Athletic Training will let Public Safety know where to send EMS.
6. Once EMS arrives, they will take over the scene, with assistance from the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.

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8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify Athletics Director of situation.

Emergency Action Plan Doug Spears Field at Jeff May Complex, Lander University

In the event of an emergency at the softball field, the following procedure will be utilized to make sure things run smoothly and expediently.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.
2. Emergency equipment (splints) will be available in the home dugout if needed during practices and contests. AED will be located in home dugout during practices. Gates leading to the fields will remain unlocked during all practices and contests.
3. The Public Safety officer on hand for the game will notify EMS through the dispatch at the Public Safety office. If no officer is available, then Public Safety will be notified by the athletic training staff.
4. If an emergency arises during practice, the coach will notify the Lander Public Safety if a staff athletic trainer is not present. Public Safety will notify EMS.
5. EMS will enter the field at from the main parking lot at the end of Graydon Street. Entrance onto the field is located in center field beside the scoreboard. Public Safety will coordinate getting EMS to the gate if they need access onto the field.
6. Once EMS, they will take over the scene with assistance from the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify Athletics Director of situation.

Emergency Action Plan Van Taylor Soccer Complex at Jeff May Complex, Lander University

In the event of an emergency at the Soccer field, the following procedure will be utilized to make sure things run smoothly and expediently.

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1. During contests/in-season practice, staff athletic trainer on hand will coordinate the emergency plan. During out of season practice, coach should activate emergency plan if no athletic trainer is available.
2. Emergency equipment (splints) will be available on the home bench during practice and contests and the gate entering the field will remain unlocked during the practice and contests. AED will be located at home bench area for practices/games.
3. The Public Safety officer on hand for the game will notify EMS through the dispatch at the Public Safety office.
4. If an emergency arises during in-season practice or contest, the staff athletic trainer will notify Lander Public Safety. If emergency arises during out of season practice, coach will notify Lander Public Safety and athletic training staff.
5. EMS will enter the soccer facility thru the gate behind Wellness Works off of Ellison Avenue. Entrance onto the field is located adjacent to the scoreboard on the right. Entrance into the stands is on the left. Lander Public Safety will coordinate EMS to the right location.
6. Once EMS arrives, they will take over the scene with the assistance of the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify the Athletics Director of situation.

Emergency Plan PEES Building at Lander University

In the event of an emergency in the PEES building, the following procedure will be utilized to make sure things run smoothly and expeditiously.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.
2. Emergency equipment (splints) will be available in the athletic training room during practices and contests. AED will be available at the equipment checkout for cardiac emergencies.
3. The Public Safety officer on hand for the game will notify EMS through the dispatch at the Public Safety office.

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4. If an emergency arises during practice, the student athletic trainer will notify the Cheezem-Wimmer Athletic Training Room. Public Safety will then be notified and EMS will be called.
5. EMS will enter the PEES building through the bank of doors adjacent to the soccer field. The student athletic trainer on hand will coordinate the arrival through that entrance.
6. Once EMS arrives, they will take over the scene with the assistance of the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify the Athletics Director of situation.

Emergency Action Plan Joe Cabri Tennis Courts at Jeff May Complex, Lander University

In the event of an emergency at the Tennis courts, the following procedure will be utilized to make sure things run smoothly and expediently.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.
2. Emergency equipment (splints) will be available in the athletic training room during practices and on site during contests. AED will be on-site for matches.
3. During contests, the staff athletic trainer will notify Public Safety dispatch that an emergency has occurred and that EMS is needed.
4. If an emergency arises during practice, the coach will notify a staff athletic trainer. Coach will notify Public Safety and they will notify EMS.
5. EMS will enter the complex thru the main entrance on Bearcat Boulevard. Once they enter they will need to park on the right beside the tennis courts so they access the courts. Lander Public Safety will coordinate their arrival.
6. Once EMS arrives, they will take over the scene with the assistance of the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.

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9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify the Athletics Director of situation.

L. Agents

Should a student-athlete or parents be contacted by an agent, the first thing is to instruct the agent to contact the Department of Athletics to arrange for a special counseling panel in which advising may take place.

Under no circumstances can student-athletes enter into an agreement with an agent (either orally or written) to represent them in future sport negotiations. If a student-athlete enters into an agreement with an agent while he/she still has eligibility left, the student-athlete will be declared ineligible for all NCAA sports (not just the sport for which an agreement was arranged).

M. Athletic Awards

As acknowledgment and recognition for outstanding performance, when a team wins the regular season Peach Belt Conference championship, Peach Belt Conference tournament championship, regional championship or national championship in its sport, each team member will receive an university award. The amount of \$100 will be provided by the athletic department per student-athlete, per award, and additional amounts will be supplemented by budget or foundation funds.

The student-athlete must have participated in the regular season or tournament competition in order to receive the award. Team associates' awards will be determined by the head coach and the athletics director.

Student-athletes that participate as individuals representing the university will be given awards to be determined by the athletics director and head coach.

No more than one award from the university will be given out for any one year. The cost of the awards must be approved by the Athletics Director, the Vice President for Business Administration, and the President.

N. Athletic Equipment

Athletic equipment will be issued by the respective coaches at the start of the playing season. At the end of the playing season, the student-athlete will be required to return that equipment that was issued to him/her or purchase the equipment at normal street value.

O. Chandler Center Regulations (PEES)

All eligible users of the PEES facility must have and present their student ID for access. ID's must be shown each time a user enters the building after 5:00 pm. In order to checkout equipment students also must have their Lander ID. Users must wear appropriate exercise clothing and footwear to

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participate in activities in the following areas: dance studio, auxiliary gym, running track, pool, weight room, racquetball courts and multipurpose room. No clothes with belts, zippers, or other metal pieces will be allowed in the weight room. Locker assignments and locker use is on a first come basis. For class or for use of the facility, one may use an available locker. The user must provide a lock and all locker contents must be removed at the conclusion of the workout. Non-issued locks on lockers that have not been rented will be removed and contents removed on a periodic basis. Anyone desiring to rent a locker should see Wyant Boreson, office 241, phone 388-8724.

Anyone deliberately damaging property, equipment, or furnishings of the PEES complex will be held financially liable for the cost of replacement or repairs and building use privileges will be revoked.

P. Complimentary Tickets

Lander University may provide up to four (4) tickets per contest to a student-athlete, but only in the sport in which the individual participates. These tickets may be either for “home” or “away” games. Away games will be dependent upon availability. The student-athletes will need to see their respective head coach to sign up individuals to whom the tickets will be issued. The recipients of the tickets will then need to sign for these tickets at the gate. These tickets can not be sold to anyone. Any sale of complimentary tickets is a serious violation of NCAA rules.

Note: A partial or non-qualifier in the first academic year of residence may receive admission to all of the institution’s regular season home intercollegiate contests.

Q. Hosting a Prospective Student-Athlete

Should a coach ask a student-athlete to host a prospective student-athlete, all must be aware that:

1. the student host must be enrolled in the member institution being visited by the prospect.
2. the student host must be a “qualifier” out of high school. Partial qualifiers or non qualifiers may not serve as a student host during the first academic year in residence.
3. the student host may be provided complimentary meals but must be accompanying the prospective student-athlete during the meal (s).
4. the student host may receive complimentary admission to a campus athletic event, it can only be used when accompanying the prospective student-athlete to the event.
5. the student host will be issued thirty dollars (\$30) to entertain the prospect. This money may not be given to the prospective student athlete nor may any part of this money to purchase souvenirs such as T-shirts or other institutional mementos for the prospective student-athlete or the student-host.
6. the student host may not travel with the prospective student-athlete outside of a 30 mile radius of the institution’s main campus.

R. Gambling/Bribery

NCAA rules expressly prohibit any of the following activities:

Student-athletes may **NOT**

1. provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
2. solicit a bet on **ANY** intercollegiate team;
3. accept a bet on any team representing the institution; or
4. Participate in **ANY** gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

S. Financial Aid

By the 1st of July each year, the student-athletes will receive a letter from the Financial Aid Office stating the status of their scholarship, i.e., renewal, non-renewal, or revision to the original grant in aid. Upon receipt of this acceptance letter, the student-athlete must sign and return it to the Athletic Director's office. If a student-athlete's scholarship has been reduced or canceled, a hearing may be requested as provided by NCAA regulations. The student-athlete must submit in writing to the Office of Financial Aid a request for the hearing. A meeting will be set with the student-athlete and the Financial Aid Committee. The Financial Aid Committee will then have final say as to whether the appeal is upheld.

Questions or concerns regarding a student-athlete's financial aid should be directed to the Director of Financial Aid.

T. Employment

Lander University must include earnings from the student-athlete's employment during semester or term time in determining whether full grant-in-aid has been reached.

1. Earnings from a student-athlete's legitimate off-campus employment, in excess of a full grant-in-aid, shall be exempt provided neither athletics department staff members nor representatives of the institution's athletics interests are involved in arranging the employment. Earnings from such employment by a representative of the university's athletics interests are involved in arranging the employment. Earnings from such employment by a representative of Lander athletics interests may be exempted, provided the student-athlete secures the employment in the same manner as other members of the general public.
2. No Institutional Aid Received - A student-athlete who is not receiving institutional financial aid

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may earn legitimate income in excess of a full grant-in-aid, provided neither members of the athletics department nor representatives of Lander's athletics interests are involved in arranging the employment.

3. Christmas Vacation Employment - A student-athlete receiving financial aid under this section may obtain a job within seven days prior to the beginning of Lander's Christmas vacation period, provided it is a prerequisite to securing the employment. The income, so derived from the additional week's employment, need not be computed in determining the student's maximum allowable financial aid. However, any earnings for work performed after the first day of classes shall be countable.
4. A student-athlete may receive legitimate summer earnings without any restrictions on the amount of compensation received. However, the compensation **must be** at a rate comparable to what a non-student-athlete would receive with similar qualifications.

U. Financial Aid from Outside Sources

Any type of outside grant or scholarship received **MUST** be:

1. Reported to the respective head coach. It is imperative! Failure to do so could jeopardize the team's eligibility as well as the student-athlete's eligibility. Probably 99.9% of the time you will be able to accept such aid (i.e., church scholarships, etc.).
2. Reported to the Director of Financial Aid at Lander University.

NOTE: A student-athlete may receive financial aid from anyone upon whom the student-athlete is naturally or legally dependent, i.e., parents and/or legal guardians.

V. Representatives of Athletics Interest/Extra Benefits

Student-athletes of Lander University are not to receive any extra benefits from coaches, alumni, boosters, etc. These individuals are known as "representatives of athletic interest."

Lander University Department of Athletics is responsible for the control and conduct of the intercollegiate athletics program, and this responsibility includes accountability for the acts of "representatives of athletic interests". Once an individual has been identified as an "representative of athletic interests," that identity is retained forever and is governed by the same NCAA and Lander University rules and regulations as our athletics staff members.

Questions concerning benefits, gifts, and services that have been offered the student-athlete should be reported to the head coach, the department's compliance officer, or the Athletics Director immediately.

Representatives of athletic interests or institutional staff members **are not permitted** to provide student-athletes with an extra benefit. The term "extra benefit" refers to any special arrangement by an institutional employee or representative of the institution's athletic interest to provide student-athletes or their relatives with a benefit not expressly authorized by NCAA legislation.

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Please note this is the biggest problem area in intercollegiate athletics today. All student-athletes must be made aware of the term “extra benefits.” ELIGIBILITY, THE TEAM’S ELIGIBILITY, AS WELL AS THE ENTIRE LANDER UNIVERSITY ATHLETICS DEPARTMENT’S ELIGIBILITY, could be severely affected if an student-athlete receives ANY TYPE OF EXTRA BENEFIT.

A student-athlete must ask the following question: “Will the item, coupon, special treatment, special rates, etc., be offered to the ENTIRE regular student body at Lander University?” If the answer to that question is “no,” then one can presume that the item, or medical treatment, or whatever, would constitute an extra benefit and would thus be expressly **prohibited** by NCAA rules. The following are examples of extra benefits **not permitted** by the NCAA rules.

Examples of Extra Benefits:

- loans for ANY purpose (automobile, etc.);
- offer to purchase lunch or dinner;
- offer the use of telephone to make long distance charges;
- cut-rate deals or discounts of ANY kind;
- accepting ANYTHING of value;
- the use of an automobile;
- credit on a purchase, i.e., airline tickets, clothing, etc;
- services of any kind, i.e., dry cleaning, laundry, etc;
- purchases of meals at restaurants;
- transportation to or from a summer job;
- any furnishings for a place of residence, i.e., apartment;
- any use of personal properties, i.e., stereos, boats, etc;
- a professional service without charge or at a reduced cost (e.g., typing of papers for student-athletes);
- free or reduced-cost admission to professional athletic contests from professional sports organizations; or
- signing or co-signing a note with an outside agency to arrange a loan;

Check the NCAA manual for other additional restrictions. Remember, whenever in doubt about a gift, benefit, or service; check it out first with your coach or the athletics director! Any violation could result in loss of eligibility.

W. Outside Competition

1. All-star games and summer league games - Due to complexities of these rules, each student-athlete must contact either the coach or compliance coordinator of Lander athletics. Note: Most of these types of games are prohibited. Therefore, ineligibility could result by participating in any of these types of contests unless it has been pre-approved by the compliance coordinator of Lander athletics.
2. Student-athletes will lose eligibility if participating on any outside team during the academic year. Penalties can range in severity, and ineligibility may be for an entire year or entire educational career.

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X. Promotional Activities, Commercial Advertising, and Fund-Raising Activities

Student-athletes are prohibited from participating in promotional activities, commercial advertisements, and fund-raising activities. Before becoming involved in ANY of them, discuss the situation with the Lander athletics compliance coordinator. Even for such seemingly harmless functions such as pictures for charity events, it is always best to check with the compliance coordinator FIRST.

Under NO circumstances can a student-athlete promote the sale of a commercial product even if this occurs in conjunction with the fund-raising activity.

Y. Five Year/10-Semester Rule

A student-athlete must complete four (4) seasons of participation during the first 10 semesters in which the student is enrolled in a full-time program of studies.

Z. Countable Athletically Related Activities

Countable athletically related activities include any required activity with an athletics purpose, involving student-athletes and at the direction of, or supervised by, any member or members of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations set by the NCAA. Administrative duties such as academic meetings, compliance meetings, etc. are not considered as countable athletically related activities.

In your season, you are allowed to practice only 20 hours a week at a maximum of four hours a day. Competitions count within your practice limits, but each competition is counted as three hours no matter how long the competition actually occurs. You are required to have a day off, which can be a travel day as long as no countable athletically related activities occur. Outside your playing season during the academic year, you are limited to eight hours of countable activities per week and are required to have two days off. Only two of the eight hours can be skill instruction or team activities specific to your sport.

If you have any questions about practice limitations and what is considered to be countable athletic related activities, please see the Lander University Compliance Coordinator.

XIII. Title IX Policy

It is the policy of Lander University to prohibit discrimination on the basis of age, color, disability, gender, national origin, race, pregnancy, religion, sex, veteran's status, and genetic information in regard to the administration of all campus programs, services and activities including intercollegiate athletics, and the admission of students, employment actions, or other sponsored activities and programs including obligations of Title IX.

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

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Title IX of the Education Amendments of 1972 Implementing Regulations 20 U.S.C. § 1681 & 34 CFR 106

<http://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html>

To ensure compliance with Title IX, the President of the University has designated the following as the Title IX Team for Lander University:

Jeannie McCallum has been designated **Title IX Coordinator**. Jeannie is also the Director of Human Resources and the EEO/ADA Coordinator for employees. The Coordinator has the primary oversight responsibilities for developing, adopting and/or assuring the dissemination of the University's nondiscrimination policy and for making the policy available to the Faculty, Staff, Students, and Public.

Tracy Clifton has been designated as the **Title IX Deputy Coordinator for Students**. Tracy Clifton has been designated as the Title IX Deputy Coordinator for students. She is located within the Office of Student Affairs and will disseminate the policy to students as required.

Kent Atkins has been designated as the **Title IX Deputy Coordinator for Athletic Programs and Activities**. Kent is also Assistant Athletic Director for NCAA compliance and internal operations and will make the policy available to student athletes and athletic staff as required and ensure full compliance with the NCAA.

Everyone shares in the individual responsibility and obligation to ensure and protect our campus community is free from any form of illegal discrimination. This includes all students, employees and any other individual on our campus. All individuals are expected and required to report any concerns immediately.

[Download the Title IX Complaint Form](#) or email to TitleIX@lander.edu

How to contact the Title IX Staff:

Jeannie McCallum
Title IX Coordinator
Office of Human Resources
511 Willson Street
864.388.8053
jmccallum@lander.edu

Tracy Clifton
Title IX Deputy Coordinator
for Students
Grier Student Center GC-346
864.388.8055
tclifton@lander.edu

Kent Atkins
Title IX Deputy Coord
for Athletic Programs
Horne Arena
864.388.8818
katkins@lander.edu

Below are additional associated resources and links:

- Lander University Gender Misconduct Policy and Reporting Requirements
- Statement of Rights of the Alleged Victim Statement of Rights of the Accused
- Lander Student Handbook
- Code of Student Conduct Lander Athletic Handbook
- Lander Staff Handbook Lander Faculty Handbook
- Individuals with inquiries concerning the application of Title IX may also contact the Office of Office for Civil Rights
U.S. Department of Health and Human Services, Region IV (Ala., Fla., Ga., Ky., Miss., N.C., S.C., Tenn.)Atlanta
Federal Center, Suit3B70, 61 Forsyth Street, S.W. Atlanta, GA 30303-8909 404-562-7886
OCR.Mail@hhs.gov (for non-privacy related inquiries)

Gender Based Misconduct Policy

Policy Statement

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Lander University is committed to creating a safe, respectful, and non-threatening environment for members of the university community and guests.

It is expected that all individuals on campus and associated with the Lander community treat each other with respect and professionalism and to conduct ourselves in a manner that does not infringe upon the rights of others. **The university will not tolerate gender based misconduct.**

Everyone shares in the individual personal responsibility and legal obligation to protect our campus community from any form of illegal discrimination.

This policy has been developed to reaffirm those principles and to provide recourse for those affected individuals whose rights have been violated.

All individuals are expected and required to report any concerns immediately to a Title IX Coordinator. When an allegation of misconduct is brought to an appropriate administrator's attention, and an individual is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated, remedy its effects, and to enforce discipline when needed.

Be advised that sexual harassment, including sexual violence, is a form of discrimination; and is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

Policy Applicability and Dissemination

All students, faculty, staff, contractors, board members, guests, and any other individual(s) are subject to this policy.

- Students - The Vice President of Student Affairs shall ensure this policy is distributed to all new students and is responsible for conducting ongoing training as needed to all students.
- Employees - The Director of Human Resources shall ensure this policy is distributed to all new employees and is responsible for conducting ongoing training as needed to all employees.

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- Athletic Staff and Students - The Director of Athletics shall ensure this policy is distributed to all athletic staff and students and is responsible for conducting training as needed .
- Annual Training – The Title IX Coordinator or its designee shall provide this policy on its website, provide dissemination, and responsible for general oversight of Title IX Compliance.

Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with policy guidelines. Other, lesser sanctions may be imposed, depending on the circumstances.

Prompt Attention.

Complaints of discrimination or sexual harassment are taken seriously and will be dealt with promptly, thoroughly, impartially, and equitably.

Where discrimination is found to have occurred, the institution or unit where it occurred will act to stop the discrimination or sexual harassment, to prevent its recurrence, to remedy its effects, if any, and to discipline those responsible.

Confidentiality and Reporting

Lander University understands that confidentiality is important. However, confidentiality cannot be guaranteed. **The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting or accused of discrimination or sexual and will maintain confidentiality to the extent reasonably possible.**

Examples of situations where confidentiality cannot be maintained include, but are not limited to, necessary disclosures during an investigation, circumstances where Lander University is required by law to disclose information (such as in response to legal process), or when an individual is in harm's way. Depending on individual's role at the university, there are differing reporting responsibilities and abilities to maintain confidentiality based upon laws and policy.

Reporting Responsibilities – 2 Groups

1) Individuals with COMPLETE confidentiality

Certain positions that possess legal privilege granted by the state and are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others.

These individuals include the following professional positions: and can be accessed through the Lander University Wellness Center:

1. On-campus licensed mental health counselors
2. On campus health service providers or Registered Nurses

3. Off-campus rape crisis resources

This privilege exists only within the context of counseling and health services sessions.

These resources will provide anyone impacted by a sexual assault and/or harassment with a safe and confidential environment to discuss concerns and to become aware of possible procedures or outcomes for recourse. Individuals to seek assistance from these confidential resources shall be advised that their discussions in these settings are not considered reports of sexual assault or harassment.

Campus counselors are available to help you free of charge, and can be seen on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential. A victim may seek assistance from these university officials without starting a formal process that is beyond the victim's control, or violates her/his privacy.

2) Individuals with FULL legal reporting requirements

The university considers ALL OTHER EMPLOYEES (this includes RA's and all other employees) to be deemed "responsible employees" which holds a legal obligation to FULLY and IMMEDIATELY report any allegations, observations, or violations in entirety including names. Notice to you is the official notice to the institution.

You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures.

Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Failure to take the above action to properly report, prevent the occurrence, or stop known discrimination or harassment may be grounds for disciplinary action up to and including termination or expulsion.

Supervisors' Managers and Administrator's' Responsibilities

Every supervisor and manager has the responsibility to take reasonable steps intended to prevent acts of discrimination or sexual harassment, which include, but are not limited to:

1. Monitoring the work and school environment for signs that discrimination or harassment may be occurring;
2. Refraining from participation in, or encouragement of actions that could be

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perceived as discrimination or harassment (verbal or otherwise);

3. Stopping any observed acts that may be considered discrimination or harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and
4. Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of sexual harassment, pending investigation.

If any employee receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, the employee is required to immediately and fully report the situation to a Title IX Coordinator.

Failure to take the above action to properly report, prevent the occurrence, or stop known discrimination or harassment may be grounds for disciplinary action up to and including termination or expulsion.

Relationship to Freedom of Expression

Lander University is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and this policy is not intended to stifle teaching methods or freedom of expression. Discrimination or sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom. It compromises the integrity of our institution, the tradition of intellectual freedom and the trust placed in our institution by the campus community.

Complaint and Investigation Procedure

This section provides the complaint and investigation procedure for complaints of discrimination or sexual harassment, including sexual violence (except that complaints against students may be referred to student disciplinary processes).

The President has designated the following administrators as Title IX Coordinators and to receive complaints.

[Download the Title IX Complaint Form](#) or email to TitleIX@lander.edu

Lander University's Title IX Staff:

Jeannie McCallum
Title IX Coordinator
Office of Human Resources
511 Willson Street
864.388.8053
jmccallum@lander.edu

Tracy Clifton
Title IX Deputy Coordinator
for Students
Grier Student Center GC-346
864.388.8055
tclifton@lander.edu

Kent Atkins
Title IX Deputy Coord.
for Athletic Programs
Horne Arena
864.388.8818
katkins@lander.edu

The President has designated the Title IX Coordinator as the primary investigating officer for general oversight. All Title IX complaints received by Deputy

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Coordinators are required to be communicated promptly to the Title IX Coordinator.

Filing a Complaint

[Download the Title IX Complaint Form](#)

1. Employees

- a. An employee who believes that he/she has been subjected to discrimination or sexual harassment by anyone may choose and is encouraged to promptly tell the person that the conduct is unwelcome and ask them to stop. However, this is not a requirement if you believe it may be confrontational.. An employee is not required to do this before filing a complaint. You reserve the right to file a complaint. Any person who receives such a request to stop any inappropriate and unwelcomed behavior or conduct must immediately comply with it and must not retaliate against the employee.
- b. The employee may file a discrimination or sexual harassment complaint with one of the Coordinators. A supervisor/manager has a responsibility to report any misconduct observed or reported, even if the individuals involved do not report directly to you, the supervisor.

2. Students

- a. A student who believes that he/she has been subjected to discrimination or sexual harassment by anyone may choose and is encouraged to promptly tell the person that the conduct is unwelcome and ask them to stop. However, this is not a requirement if you believe it may be confrontational. You reserve the right to file a complaint. A student is not required to do this before filing a complaint. Any person who receives such a request to stop any inappropriate and unwelcomed behavior or conduct must immediately comply with it and must not retaliate against the employee.
- b. The student may file a discrimination or sexual harassment complaint with one of the Coordinators. A supervisor/manager has a responsibility to report any misconduct observed or reported, even if the individuals involved do not report directly to you, the supervisor.
- c. If the student feels uncomfortable about discussing the incident with this individual, the student should feel free to contact any Title IX Coordinator directly.

Investigation and Resolution

1. Upon receipt of a complaint, Lander University will conduct the investigation based on established guidelines in a prompt, thorough, impartial, and equitable manner.
2. The person subject to the complaint with information shall be provided information as to the nature of the complaint.
3. While not required, both the victim and the accused shall have the equal opportunity to choose an independent advisor present for assistance, support, and advice the independent advisor may be brought into the process at any time at the

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request of the alleged victim or perpetrator.

4. In connection with any such disciplinary hearings/actions, the person filing the complaint and the person who is the subject of the complaint have equal rights to be interviewed, identify witnesses, and provide and receive documentation and witness lists pertaining to the complaint, and if any appeal is provided, to appeal the decision. Students may appeal; grievances as stated and outlined in the guidelines of the handbook.
5. In most cases, a prompt, thorough, impartial, and equitable investigation should be completed within 45 calendar days of receipt of the complaint.
6. The standard for evaluating complaints shall be a preponderance of the evidence.
7. At the completion of the investigation, appropriate determinations will be made regarding the resolution of the matter, and depending on the circumstances, both parties may be informed concurrently of the resolution. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken, as applicable, in accordance with the Gender Misconduct Policy and other applicable policies as defined , but not limited to the Faculty, Staff, Athletic or Student Handbook.
8. In the event actions are taken against an individual, such matters generally remain confidential under those sections, except that final decisions following hearings or appeals of professional employees are subject to public records. Student matters generally remain confidential under FERPA.
9. When discriminatory conduct or sexual harassment involves a crime of violence or a non-forcible sex offense, FERPA permits the institution to disclose to the alleged victim the final results (limited to the name of the alleged perpetrator, any violation found to have been committed, and any sanction imposed) of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concluded that a violation was committed. With respect to an institutional disciplinary proceeding alleging a sex offense, the Celery Act requires that the accuser and the accused must be informed of the outcome.
10. In the event a student is found to have engaged in sexual harassment of another student, the institution shall disclose to the student who was harassed, information about the sanction imposed on the student who was found to have engaged in harassment when the sanction directly relates to the harassed student.

Student Sanction Statement [click here for student sanctions information](#)

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from disciplinary **probation to expulsion**, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of **suspension or expulsion**.*

Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from disciplinary probation **warning to expulsion**, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Retaliation [Download the Title IX Complaint Form](#)

Retaliation against an individual who in good faith complains of alleged discrimination or sexual harassment or provides information during an investigation is against the law, will not be tolerated, and may be grounds for discipline up to and including termination or expulsion. Intentionally providing false information is also grounds for discipline up to and including possible termination or expulsion.

"Retaliation" may include, but is not limited to, conduct as the denial of adequate personnel to perform duties; frequent replacement of members of the staff; frequent and undesirable changes in the location of an office; the refusal to assign meaningful work; unwarranted disciplinary action; unfair work performance evaluations; or a reduction in pay.

An employee who believes that he or she has been subjected to retaliation may file a retaliation complaint with one of the Title IX Coordinators.

A student who believes that he or she has been subjected to retaliation may file a retaliation complaint with one of the Title IX Coordinators.

Complaints of retaliation under Title IX are required to be promptly

communicated to the Primary Title IX Coordinator.

Non-Employees and Non-Students [Download the Title IX Complaint Form](#)

Individuals who are neither Lander employees nor Lander students and who believe they have been subjected to discrimination or sexual harassment by a Lander employee during the employee's work hours or by a Lander student on campus or at a Lander-sponsored event may utilize any of the complaint processes set forth above in this section.

False Reports

Because discrimination and sexual harassment frequently involve interactions between persons that are not witnessed by others, reports of discrimination or sexual harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting discrimination or sexual harassment under this policy.

However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action under the applicable disciplinary procedures, up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual **Campus Security Report**.

This report helps to provide the community with a clear picture of the extent and nature of campus crime. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student/campus activities. Information shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that Lander University is required to issue immediate timely warnings for incidents reported to them

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that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

PHYSICAL SEXUAL MISCONDUCT

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

CONSENSUAL RELATIONSHIPS

Sexual harassment and/or the assignment or suggestion of rewards and punishments on the basis of sex or sexuality have no place in the work of the University and are prohibited.

For the protection of our university community, no employee shall enter into a sexual or romantic relationship (consensual or otherwise) with a student, staff member, or faculty member when the work of one is directly evaluated or supervised by the other. In cases where there is a pre-existing sexual or romantic relationship, effective steps – including initial disclosure by the direct evaluators or supervisors to their unit heads – must be taken to ensure unbiased evaluation or supervision of the student, staff member, or other faculty member.

If complaints occur and are substantiated, employees will be subject to disciplinary action, up to and including termination or nonrenewal. All complaints will be adjudicated with due process for all parties in accordance with university policies, federal, state, and local laws.

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Complainants are protected from retaliatory acts and are not to be discouraged from reporting in good faith any concerns regarding sexual harassment or favoritism. However, malicious or frivolous claims of harassment or favoritism are prohibited, and, if substantiated, will result in disciplinary action against the complainant. Disciplinary actions may include termination, nonrenewal, probation, suspension, expulsion, or other appropriate action.

Students serving as teaching assistants and resident assistants are also professionally responsible for students, and therefore fall under this policy. Students found in violation of this policy will be subject to sanctions as outlined herein, and if appropriate, sanctions within the Student Conduct Policy.

SEXUAL VIOLENCE –RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below are suggestions to avoid committing a non-consensual sexual act are also offered:

1. If you have limits, make them known as early as possible.
2. Tell a sexual aggressor “NO” clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. The following are suggestions which may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual

- behaviors with which they are comfortable.
5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
 6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size
 7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
 8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable, but the university never assumes a student is in violation of university policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The university reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the university reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

SEXUAL HARASSMENT

- Is unwelcome, gender-based verbal or physical conduct that is,
- Is sufficiently severe, persistent or pervasive that it,
- Does unreasonably interfere with, deny or limit someone's ability to participate in or benefit from the university's educational program and/or activities, and is
- Is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include:

- A. An attempt to coerce an unwilling person into a sexual relationship
- B. To repeatedly subject a person to egregious, unwelcome sexual attention
- C. To punish a refusal to comply with a sexual based request
- D. To condition a benefit on submitting to sexual advances
- E. Sexual violence
- F. Intimate partner violence

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- G. Stalking
- H. Gender-based bullying

Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not usually constitute sexual harassment.

NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

NON-CONSENSUAL SEXUAL INTERCOURSE

Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object by a man or woman upon a man or a woman that is without consent and/or by force.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

SEXUAL EXPLOITATION

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

1. Invasion of sexual privacy;
2. Prostituting another student;
3. Non-consensual video or audio-taping of sexual activity;
4. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
5. Engaging in voyeurism;
6. Knowingly transmitting an STI or HIV to another student;
7. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals.
8. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

OTHER MISCONDUCT OFFENSES (WILL FALL UNDER TITLE IX WHEN GENDER-BASED)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of

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harm in another;

4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

ADDITIONAL APPLICABLE DEFINITIONS:

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

1. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
2. Previous relationships or prior consent cannot imply consent to future sexual acts.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me; I'll do what you want.").

1. **Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
2. **NOTE:** There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
3. In order to give effective consent, one must be of legal age.
 - a. Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).

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- b. This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs.

Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/> Use of alcohol or other drugs will never function as a defense to a violation of this policy.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

For reference to the pertinent state statutes on sex offenses, please see [insert reference here].

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Here are some of the most commonly asked questions regarding University's sexual misconduct policy and procedures.

1. *Does information about a complaint remain private?*

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the university's obligation to fully investigate allegations of sexual misconduct.

Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused student may lead to conduct action by the university.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain university administrators are informed of the outcome within the bounds of student privacy. If there is a report of an act of alleged sexual misconduct to a conduct officer of the university and there is evidence that a felony has occurred, local police will be notified.¹ This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must

¹ If this is your policy. Felony reporting is required in some locales. This practice of automatic reporting without victim consent is to be avoided if possible, and likely would violate FERPA. Many campuses are negotiating Memoranda of Understanding (MOUs) with local law enforcement agencies to clarify reporting expectations. Often, anonymous reports will be enough to satisfy local law enforcement.

statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

2. Will my parents be told?

No, not unless you tell them unless you are under age in which we are legally required to share this information with your parents. Whether you are the complainant or the accused student, the University's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student, in a life-threatening situation, [or if an accused student has signed the permission form at registration which allows such communication].

3. Will the accused know my identity?

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused has the right to know the identity of the complainant/alleged victim. If there is a hearing, the university does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

4. Do I have to name the perpetrator?

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the university's legal obligations depending on what information you share with different university officials). Victims should be aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively.

5. What do I do if I am accused of sexual misconduct?

DO NOT contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. Students may contact the Student Conduct Office and employee may contact the Office of Human Resources, which can explain the university's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor at the counseling center or seek other community assistance. See below regarding legal representation.²

6. Will I (as a victim) have to pay for counseling/or medical care?

Not typically, if the institution provides these services already. If a victim is accessing community and non-institutional services, payment for these will be

² Note here if your institution provides advocates for accused students. If you provide victim advocates, remember the mandate to provide gender equity for the accused student under Title IX.

subject to state/local laws, insurance requirements, etc. [In this state, victims may be ineligible for state-based assistance if they were engaged in any illegal activity during the assault or if they fail to cooperate with criminal prosecution].

7. What about legal advice?

Victims of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the District Attorney's [Prosecutor's] office. You may want to retain an attorney if you are the accused student or are considering filing a civil action. The accused student may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding.

8. What about changing residence hall rooms?

As a student, if you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused student to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal university complaint. No contact orders can be imposed and room changes for the accused student can usually be arranged quickly. Other accommodations available to you might include:

- a. Assistance from university support staff in completing the relocation;
- b. Arranging to dissolve a housing contract and pro-rating a refund;
- c. Assistance with or rescheduling an academic assignment (paper, exams, etc.);
 - Taking an incomplete in a class;
 - Assistance with transferring class sections;
- d. Temporary withdrawal;
 - Assistance with alternative course completion options;
- e. Other accommodations for safety as necessary.

9. What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing.³ The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). A victim advocate from the institution can also accompany you to Hospital and law enforcement or Security can provide transportation. If a victim goes to the hospital, local police will be called,

³ Specify here the nearest local hospital with an appropriate SANE program.

but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate

Him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim: The hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

10. Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?

No. The severity of the infraction will determine the nature of the university's response, but whenever possible the university will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the university does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

11. Will the use of drugs or alcohol affect the outcome of a student's sexual misconduct conduct complaint?

The use of alcohol and/or drugs by either party will not diminish the accused student's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused student.

12. Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

13. What should I do if I am uncertain about what happened?

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the institution's student conduct office or victim advocate's office. The institution provides advisors who can help you to define and clarify the event(s), and advise you of your options.

2016-17 Lander University Student-Athlete Handbook

I, the undersigned Lander University Student-Athlete, have been informed that the 2016-17 Student-Athlete Handbook is located on the Lander University athletic website at www.landerbearcats.com. I understand it is my responsibility to read this document in its entirety and if I have any questions I can bring them to the attention of my coach or athletic administrator.

By signing this form, I understand and agree to abide by the rules and regulations set forth in the student-athlete handbook.

Student-Athlete's Name (please print)

Student-Athlete Signature

Sport

Date