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Appendix A - Summary of NCAA Regulations re: Eligibility 47

Please Note: “Student-athlete” or “SA” refers to all HBU undergraduate and graduate students participating in the athletic program, including those who have exhausted eligibility or who are medically incapable of competing.
Dear HBU student-athlete,

It’s an exciting time to be an HBU Husky! HBU has an outstanding tradition of academic and athletic excellence, and it is truly a pleasure to welcome your participation in the HBU Intercollegiate Athletic program. We are all blessed to be part of a wonderful Christian institution like HBU, and we want you to make the most of your time here.

Being a student at a selective and highly competitive institution like ours is distinctive, but being a student-athlete is a special privilege. We are proud to have student-athletes of your caliber represent us in the NCAA competition, and we hope you are proud to represent HBU. The environment that we find ourselves in here at HBU promotes and demands excellence and integrity from us all. College years are finite, but you have the opportunity as a student-athlete to make an impact that will last forever. As a student-athlete you are challenged to excel in the classroom and on the field of competition. In both roles you will represent your family, your coaches, your teammates and our university. You are the best and brightest that HBU has to offer and will be a role model to many. The opportunities that await you are tremendous, but so are the responsibilities.

We offer our student-athlete handbook as a resource to better understand the commitments, obligations and rewards associated with your affiliation as an HBU athlete. We as an athletic staff are proud of you and want you to feel that same sense of pride. We will provide leadership and resources, but you must provide the heart and dedication.

This handbook, designed by athletic department staff members, attempts to answer your questions about the academic and athletic policies and procedures that govern our department. If you have questions, please do not hesitate to call or visit with the appropriate person in our department. We stand ready to assist you.

Best wishes in all of your endeavors, and GO HUSKIES!!

Sincerely,

Steve Moniaci
Director of Athletics
I. STATEMENT OF VISION, MISSION AND PURPOSE

University Vision
To be recognized as one of metropolitan America’s premier academic Christian institutions.

Houston Baptist University Mission Statement
The mission of Houston Baptist University is to provide a learning experience for students that instills them with a passion for academic, spiritual, and professional excellence as a result of our central confession, “Jesus Christ is Lord.”

Purpose
The University welcomes and extends its resources to those who strive for academic excellence. The faculty, staff, and administrators are committed to providing a responsive and intellectually stimulating environment that:

* fosters spiritual maturity, strength of character, and moral virtue as the foundation for successful living;
* develops professional behaviors and personal characteristics for life-long learning and service to God and to the community;
* meets the changing needs of the community and society; and
* remains faithful to the “Nature of the Institution.”

The University offers a broad range of programs and services committed to liberal arts education that are designed to promote the growth of the whole person. The undergraduate programs familiarize students with the principal bodies of knowledge, cultural viewpoints, belief systems, and aesthetic perspectives that affect them and their world. The graduate programs provide advanced educational opportunities to develop ethical and capable scholars and practitioners who can contribute to their academic disciplines and to society. The integration of scholarship, service, and spirituality essential to liberal arts education is nurtured in an environment of open inquiry.

The University enrolls men and women of diverse talents and abilities. Students are encouraged to think critically, to assess information from a Christian perspective, to arrive at informed and reasoned conclusions, and to become lifelong learners. The University prepares its graduates to enter the work force of the twenty-first century, to pursue advanced study, to assume leadership roles, and to be competitive in a global society.

The University faculty, staff, and administrators promote learning, scholarship, creative endeavor, and service. These leaders are committed to the Preamble, to the By-Laws, and to the fulfillment of the mission of the University.

Nature of the Institution
The Preamble to the University By-Laws as stated below describes the distinctive nature of the institution.

The Houston Baptist University is a Christian liberal arts university dedicated to the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals. Founded under the providence of God and with the conviction that there is a need for a university in this community that will train the minds, develop the moral character and enrich the spiritual lives of all people who may come within the ambit of its influence, HOUSTON BAPTIST UNIVERSITY shall stand as a witness for Jesus Christ expressed directly through its administration, faculty and students.

To assure the perpetuation of these basic concepts of its founders, it is resolved that all those who become associated with Houston Baptist University as a trustee, officer, member of the faculty or of the staff, and who perform work connected with the educational activities of the University, must believe in the divine inspiration of the Bible, both the Old Testament and New Testament, that man was directly created by God, the virgin birth of Jesus Christ, our Lord and Savior, as the Son of God, that He died for the sins of all men and thereafter arose from the grave, that by repentance and the acceptance of and belief in Him, by the grace of God, the individual is saved from eternal damnation and receives eternal life in the presence of God; and it is further resolved that the ultimate teachings in this University shall never be inconsistent with the above principles.
Athletic Department Mission Statement
To be committed to Christ-centered development of people through intercollegiate athletics.

To aid the University in recruitment of the general student body and create school spirit and pride among students, faculty, staff, and alumni.

To help provide a positive identity for the University through our athletic endeavors.

To provide a competitive, diverse, and equitable athletic program in compliance with applicable rules and regulations that promotes opportunities for student-athletes to earn a degree, to achieve individual athletic potential within team goals, and to emphasize spiritual and social growth.

II. NCAA SPORTSMANSHIP AND ETHICAL CONDUCT STATEMENT

For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation, but also in the broad spectrum of activities affecting the athletics program.

III. HOUSTON BAPTIST UNIVERSITY STUDENT-ATHLETE CONDUCT RESOLUTION

Whereas, intercollegiate athletic teams have for many years been associated with the host university and served to espouse the purpose and mission of this university.

Whereas, host institutions which have made the decision to foster and encourage the student-athlete experience as one option of leadership training and educational experience for their students, have affirmed the values which can accrue to the individual student-athletes and benefit the varied communities of the host institution. Whereas, loyalty to alma mater, persistence to graduation, and more concerned involvement with the welfare of the university and community at large are documented advantages and benefits for universities in making the decision to encourage and support intercollegiate athletics.

Whereas, the administration, faculty, community, alumni and student-athletes seek shared partnership in the perpetuation of excellence in intercollegiate athletics.

Now, therefore be it resolved that the following obligations and statements be recognized as a guide, a vision, a prospectus for the successful relationship of men’s and women’s intercollegiate athletics with HBU.

A. A STATEMENT OF BASIC EXPECTATIONS

I will know and understand the ideals expressed in the HBU Student-Athlete Handbook and will strive to incorporate them in daily life.

I will strive for academic achievement and practice academic integrity.

I will respect the dignity of all persons; therefore, I will not physically, mentally, psychologically, or sexually abuse any human being through my actions, words, or deeds.

I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.
I will meet my financial obligations in a timely manner.

I will neither use nor support the use of illegal drugs; I will neither abuse nor support the abuse of alcohol.

I will challenge all HBU student-athletes to abide by these expectations.

**B. RIGHTS AND RESPONSIBILITIES OF HBU STUDENT-ATHLETES**

From the moment I commit myself to become a member of an intercollegiate athletic team at HBU; I am entitled to certain rights:

Right to be an **INDIVIDUAL**, accept as I am with personal qualities, which mark me as both similar and different from others.

Right to **DIGNITY**, free from intentional humiliation.

Right to **FAIRNESS**, to be treated fairly as any other student-athlete.

Right to **PRIVACY**, recognizing my need for personal time and the expectation that the security of my personal belongings will be respected.

Right to **RESPECT**, for my culture and my spiritual beliefs.

Right to **SUPPORT**, in my quest for personal growth, my studies, my social life, and spiritual development.

At the same time that I acquire these rights, I also accept certain responsibilities:

Responsibility for **GROWTH**, to work diligently for the development of myself, my college, and my team.

Responsibility for **LOYALTY**, to my team and its members, to the HBU Athletic Department, to my University and the ideals for which they stand.

Responsibility for **RESPONSIBLE CONDUCT**, since my personal actions reflect not only on me, but on my team and coaches, on the entire HBU Athletic program, on the University, and on my family and friends.

Responsibility for **RESPECT**, the rights, convictions and privacy of others, and to work unceasingly to improve relations with all other HBU student-athletes, students and faculty, with the University, and with the general public.

*Modified with permission of Virginia Tech University*

All HBU students are bound by the **HBU Student Code of Conduct distributed by the Office of Student Life**, including but not limited to the University's Sexual Assault and Sexual Harassment policies and procedures contained therein. The HBU Sexual Assault Policy can be found at [http://www.hbu.edu/About-HBU/General-Information/Consumer-Information/Campus-Policies-and-Security/Sexual-Assault-Policy.aspx](http://www.hbu.edu/About-HBU/General-Information/Consumer-Information/Campus-Policies-and-Security/Sexual-Assault-Policy.aspx), and the HBU Sexual Harassment Policy is online as well at [http://www.hbu.edu/About-HBU/General-Information/Consumer-Information/Campus-Policies-and-Security/Sexual-Harassment-Policy.aspx](http://www.hbu.edu/About-HBU/General-Information/Consumer-Information/Campus-Policies-and-Security/Sexual-Harassment-Policy.aspx).

All student-athletes including those who have exhausted eligibility or are medically incapable of competing are bound by the conduct resolution stated above and the rules set forth in this HBU Student-Athlete Handbook.
IV. STUDENT-ATHLETES

A. GENERAL ACADEMIC REQUIREMENTS

Standards for admission to academic programs and retention of student status shall apply equally to all persons whether athletes or non-athletes.

Student-athletes should familiarize themselves with the NCAA academic rules as well as the academic regulations of the university. In order to be knowledgeable concerning the requirements for their particular degrees, they should also be familiar with the academic regulations for the departments in which they take courses.

All students, including student-athletes, are expected to attend the classes in which they are enrolled, turn in all class assignments, and take all course examinations. It is the duty of the student to take the initiative in arranging with the instructors to make-up missed assignments. Rules regarding make-up exams will apply to student-athletes in the same manner as they apply to all students.

The standings of all student-athletes with respect to academic performance at HBU will be checked by HBU administrators regularly during and at the end of each semester. At such times, all student-athletes and non-athletes who are academically deficient as defined by the rules of HBU are placed on probation or suspension in accordance with the applicable university regulations listed in the HBU catalog.

B. TRANSFER AND SUMMER HOUR CREDIT

For credit to be allowed for any courses completed at other colleges and universities, and to determine the athletic eligibility of a student-athlete enrolled at HBU, prior approval of the acceptability of these courses must be obtained in writing from the Admissions Office's Transfer Specialist for transfer students, and the registrar's office for current student-athletes. During enrollment at HBU, for purposes of determining athletic eligibility, credit will not be allowed for extension and correspondence courses completed at other universities.

C. ATHLETICS GRIEVANCE PROCEDURES

Any student-athlete with an issue regarding his or her team, coach, or teammate should follow these steps:

1. Speak first with the head coach involved. Every effort should be made to work out any grievances at this level.
2. If unsuccessful, seek out the Associate Athletic Director or Senior Woman Administrator. Be sure you have tried to resolve the problem with your coach because the first question asked of the athlete is whether the problem has been brought to the attention of the head coach. It is hoped that all matters can be resolved “in-house.” However, should problems still exist, contact the Director of Athletics or Faculty Athletics Representative.
3. Other avenues are available to the student-athlete to air various types of problems within their sport or within the department.
   a. Exit interviews are conducted by the athletics certification officer. Any graduating senior can request an interview. The athletics department may also ask departing student-athletes complete an exit interview.
   b. The Student-Athlete Advising Committee can also function as a forum for student-athletes to discuss matters that they feel are important for student-athlete welfare.

D. HBU EXCUSED ABSENCE POLICY

Definition
• This policy for University excused absences applies to participation as an athlete, manager or student trainer in NCAA intercollegiate competitions, or participation as a representative of HBU at academic events and artistic performances
approved by the Provost or designee.
• Practice or rehearsal for any event is not eligible for consideration as an excused absence.
• This policy excludes those academic endeavors that require the completion of a predetermined number of clock hours. Departmental practices and procedures should be consistent with this policy.

Student Rights and Responsibilities
• Students shall inform their instructors of dates they will miss class due to an excused absence prior to the date of that anticipated absence. For activities such as athletic competitions with schedules known prior to the start of a semester, students must provide their instructors during the first week of each semester a written schedule showing days they expect to miss classes. For other university excused absences students must provide each instructor at the earliest possible time the dates that they will miss.
• It is the responsibility of the student to request from the instructor an opportunity to complete missed assignments, activities, labs, examinations or other course requirements in a timely manner. Contact the Director of Academics for questions or assistance communicating with professors.
(*NOTE: student-athletes must arrange to make up all classwork including lectures, assignments and exams BEFORE they miss the class. Failure to notify the professor and/or make arrangements prior to the absence may result in an absence counting, failing assignments, or other penalties.)
• Students are responsible for all material covered in classes that they miss, even when their absences are excused, as defined above.
• Missed classroom activities will be rescheduled at the discretion of the instructor.
• Students should be aware that excessive absences — whether excused or unexcused — may affect their ability to do well in their classes.

Faculty Responsibility
• Instructors are responsible for providing students with an equitable way to make up missed work due to an absence excused by this policy.
• Instructors should inform students in a timely manner of procedures to make up missed work, e.g., including the information in the course syllabus.
• Instructors may not penalize students for absences excused by this policy.
• If the faculty member believes that the number of excused absences will prevent the student from fulfilling the learning experience/mastery that a course requires, the faculty member may advise the student to withdraw from the course prior to the official published withdrawal date.

Violation of Academic Conduct Regulations
• Falsifying information or documentation in order to obtain an excused absence is considered a violation of the Code of Student Conduct and Academic Conduct Regulations.
• Sharing information about a make-up examination or quiz with other students is deemed a violation of the Code of Student Conduct and Academic Conduct Regulations.
• Anyone found responsible for falsifying information or documentation in order to obtain an excused absence or sharing examination or quiz information may receive a course grade of 0.0, as determined by the course instructor, in addition to any sanction(s) imposed by an Academic Conduct Committee

E. POLICY FOR ON-CAMPUS RECRUITING VISITS

All athletic recruiting visits will be conducted according to HBU’s high standards of ethical behavior. Accordingly, the following rules apply to campus recruiting visits:

1. The purpose of a campus recruiting visit is to allow prospective student-athletes and their families fair and ethical assessment of their opportunities for academic and athletic success and integration into the collegiate experience at HBU, while at the same time allowing HBU to evaluate a prospective student-athlete for admission
and participation in HBU’s intercollegiate program. All participants in a campus recruiting visit (including prospective student-athletes and HBU student-athletes and staff) share a responsibility to facilitate the goals of the visit through conduct that adheres to acceptable forms of community behavior, withstands public scrutiny, and serves to maintain public confidence in the integrity of HBU and the individuals involved.

2. During any campus recruiting visits, HBU team members and prospective student-athletes must follow all NCAA and HBU rules, including general HBU policies and procedures as well as athletics department and team rules. It is the responsibility of HBU student-athlete hosts and the coaches for the respective sport to inform a prospective student-athlete of any rules relevant to the recruiting visit or relevant to any situations which the prospect may encounter.

3. A student host must be a current student-athlete of the University to which the prospect is being recruited, or a host may be designated in a manner consistent with HBU’s manner for providing hosts for non-athlete prospective students. Hosts and HBU staff should strive to provide prospective student-athletes a reasonable and appropriate environment that resembles the customary lifestyle of an enrolled student-athlete.

4. Hosts and prospects are required to conduct themselves at all times in a manner that reflects a high degree of personal integrity, consideration and responsibility and which will not discredit or harm themselves, any other individual, or HBU. The host may not engage in, shall take reasonable action to prevent prospects from engaging in, and shall not expose prospects to any activity that may harm the safety or well-being of any person. Hosts and prospects shall maintain the good reputation of HBU and will refrain from any conduct that may damage the University’s or department’s reputation.

5. Host money will be used only for food and entertainment; it is forbidden to use such funds for alcohol or any other activity that may reflect poorly on HBU or the department. Hosts may not take recruits to any bar or any club that has a minimum age of 21 for entry.

6. In providing a prospective student-athlete with air transportation to the HBU campus, HBU shall provide only coach class, commercial air transportation, without the use of upgrades. No special vehicles (as defined by the NCAA) shall be used to transport prospects during their recruiting visit. Only standard lodging at area hotels or on campus shall be provided and shall not include any special accessories or amenities that are not available generally to all guests of the lodging establishment. All meals must be of substantially the same nature as those served on campus.

7. HBU is prohibited from engaging in miscellaneous, personalized promotional activities or any “gameday simulations” (as defined by the NCAA) during a recruiting visit. Prospective student-athletes are allowed, at the discretion of the head coach, to be present in the locker room before or after a competition or to stand on the sidelines during pre-game activities prior to being seated in regular seating areas during the athletic event.

8. Any conduct that violates this policy may result in HBU ceasing to recruit the prospect, and may also result in other disciplinary action, including the host’s loss of privileges, loss of scholarship, or dismissal from the team or the University. HBU staff members engaging in or condoning violations of this policy will be held personally accountable and may be subject to institutional discipline.

V. FINANCIAL INFORMATION

General
To be eligible for and to retain an athletic scholarship, all student-athletes must comply with all applicable regulations of HBU and the NCAA. They must also fulfill all their obligations as student-athletes at HBU, including those set forth within the Student-Athlete Handbook. Voluntary withdrawal from a sport at any time for personal reasons, however, is cause for immediate termination of aid. It should be noted that pursuant to NCAA 15.3.4 et.al. a student-athlete can also have his or her aid cancelled or reduced if it is determined that the athlete fraudulently misrepresents his/her intention to participate in a particular sport either by not reporting for practices or by making only token appearances as determined by the institution, or has engaged in misconduct as set forth within this HBU handbook or the HBU Student Code of Conduct.

HBU does not award athletic scholarships for a period in excess of one academic year, but scholarships normally will be renewed for subsequent years. Upon recommendation of the Director of Athletics, the Director of Financial Services will
notify the student-athlete in writing, prior to July 1, of intent to cancel or reduce athletic financial aid. Cancellation or reduction of financial assistance may be appealed by the student-athlete to the Committee on Student Financial Aid, but must be appealed prior to August 1 to have the appeal considered.

Once notified, an appeals hearing will be scheduled. The committee hearing the appeal will consist of an individual from financial aid, admissions, student affairs, the registrar’s office, and a professor. The hearing shall consist of the athletic department first stating the reasons or rationale for the reduction or cancellation in a separate meeting, followed immediately by the student-athlete in a separate meeting. Generally a ruling will be issued within two school days.

All NCAA rules and official interpretations governing financial aid to student-athletes may be found in the NCAA Manual or the NCAA website (www.ncaa.org).

**Institutional and University Grants**

If a prospective student-athlete (PSA) has already applied to HBU but has not signed on to athletic scholarship, the PSA may receive a letter from HBU stating that they will receive an Institutional Grant or University Grant from the HBU Financial Aid Office. Once they receive an athletic scholarship, they will automatically lose the Institutional Grant which is need-based. If they are on a University Grant awarded due to academic achievements, they will be able to keep it but athletic aid may be correspondingly reduced to stay within NCAA team scholarship limits.

**Financial Aid to Fifth-Year Student-Athletes**

Fifth-year student-athletes are those SA’s seeking to finish their undergraduate degree within their “five-year clock” and who have no athletic eligibility remaining. The aid available for those that qualify and are recommended to continue receiving aid will be at a level (percentage of full grant) comparable to their years of participation and may require 20 hours of work per week within the Athletic Department. The Director of Athletics will make specific assignments in conjunction with the student-athletes’ head coach. Requests for fifth-year aid will be obtained from the coaches in early February. All individuals receiving fifth-year aid must be approved by the Director of Athletics on the recommendation from the Head Coach.

All student-athletes who are not competing but receiving financial aid may be required to fulfill the 20 hours per week work requirement within the Athletic Department. Should the student-athlete not fulfill the 20-hour obligation, his/her financial aid could be withdrawn.

**Summer School and Fast Terms**

Current student-athletes who take summer school courses at HBU may have their athletic scholarships applied to the costs of attending a summer term in proportion to the percentage of athletics aid received during the previous academic year. For incoming student-athletes, summer school can be paid for in proportion to the percentage of athletics aid they will receive during the next academic year. For all student-athletes, note that HBU institutional academic and other financial aid awards only apply during the regular academic year and the majority of the time are not available to students for use in the summer term. Because other aid may not carry over, the breakdown of how financial aid is applied may differ in the summer than during the regular year. The Athletics Department will make every effort to maximize the effectiveness of the aid.

All students enrolled in summer or Fast Term courses are expected to attend all classes and put forth the effort required to be successful in the class. If a student-athlete drops a summer school or Fast Term course, the student-athlete may be required to pay back all expenses incurred to attend that course including tuition, room, fees, books, and stipend.

**Grant-In-Aid Renewals**

Athletic scholarships are renewed on an annual basis in accordance with NCAA rules at the level of their original value unless:
1. The coach and student-athlete mutually agree to gradation (up or down) and the change is not challenged. Even if the change is not challenged initially, the student still receives a letter from the Director of Scholarships advising of his right to appeal.

2. It is determined by thorough investigation that the recommendation of downward gradation or non-renewal is warranted because of the following:
   a. Failure to fulfill the obligations expected of all athletes on athletic scholarships.
   b. Academic ineligibility.
   c. An unwillingness to participate in the athletic program of the University.
   d. Withdrawing from the University.
   e. Failure to meet financial aid requirements of the NCAA or HBU.
   f. It is determined that the individual is not eligible for financial aid because the award would not be in accordance with the Terms and Conditions of Awarding Institutional Aid as outlined in the current NCAA Manual and/or financial aid agreement.

Change of Sport - Scholarship Athletes
If a student-athlete is recruited in one sport and decides to participate exclusively in another sport, the change must be approved by the Director of Athletics. In addition, the second sport must immediately be able to provide the funding for the student-athlete’s scholarship.

Student-Athlete Employment
Earnings from a student-athlete’s on or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete’s full grant-in-aid or in the institution’s financial aid limitations, provided:

1. The student-athlete’s compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;
2. The student-athlete is compensated only for work actually performed; and
3. The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

As with any other form of employment the student athlete must visit the athletic compliance office prior to starting a job to fill out proper employment forms to ensure all NCAA rules are being followed.

Student-Athlete Employment at Camps or Clinics
A student-athlete who is employed in any sports camp or clinic must meet the following requirements:

1. The student-athlete must perform duties that are of a general supervisory nature in addition to any coaching or officiating assignments.
2. Compensation provided to the student-athlete shall be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletics reputation or fame the student-athlete has achieved. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of athletics skills of the student-athlete.
3. A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic. As with any other form of employment the student athlete must come by the athletic compliance office prior to starting a job to fill out proper employment forms to ensure all NCAA rules are being followed.

A student-athlete may be paid to provide skill instruction for a fee independent from an established camp or club, but must report these lessons and the persons receiving them to the compliance office before initiating lessons using the Fee-For
Lesson Form. The student-athlete may not use HBU facilities, provide playing lessons, or use his or her own name, picture, or appearance to advertise or promote the lessons.

**Income Tax Information for Student-Athletes on Athletic Scholarship**

While the athletic department recommends that student-athletes or their parents or guardians seek independent tax advice, the athletic department does point out that for U.S. citizens and resident aliens, tuition, fees, books & supplies are tax free; however, amounts for the room and board portion for an athletic scholarship are taxable.

Nonresident aliens are subject to special tax rules and such rules may differ from country to country. Furthermore, the U.S. has income tax treaties with certain countries, and under these treaties, tax treatment of scholarship may vary. We recommend you seek tax advice.

All non-US citizen student-athletes should be aware that there may be tax implications of their scholarships, and to make sure they comply with all United States tax laws. If you need help determining the value of the room and board portion of your scholarship, students may call the Financial Aid office.

**VI. ROOM AND BOARD FOR STUDENT-ATHLETES**

If a student-athlete receives any financial aid for room and board, it is expected that he or she will be assigned to University housing. The room portion of an athletic scholarship will cover the cost of a basic room floor plan (contact the Assistant Director of Compliance/Scholarships or HBU Residence Life to identify what those floor plans are). Any student-athlete who chooses to stay in a more expensive room will be responsible for paying the difference in cost.

**Meal Policy During Holiday Periods when Meals are Not Served on Campus**

Only those student-athletes who are required to remain on campus for official practice or competition may receive meals over holiday and vacation periods when food service is closed on campus. Student-athletes must follow the set meal limits. Check with your coach concerning meals during these periods.

**Summer and Fast-Term Housing**

Student-athletes must be enrolled in the current summer or fast-term session in order to live on campus. If a student-athlete drops a class and is no longer enrolled in that term, they must move out of university housing immediately. They cannot store their belongings in the room, even if they are enrolled in the next session.

HBU also offers Fast Terms immediately before and after the spring semester. These two-week mini sessions are treated academically and financially as tied to the spring semester except for the fact that institutional dining facilities are closed. Board checks may be issued for those student-athletes who receive board as part of their financial aid during the regular academic year.

**VII. TRAINING RULES AND PERSONAL CONDUCT**

In addition to the conduct requirements established within the “HBU Student-Athlete Conduct Resolution” (see III), player conduct and dress policies applicable to each team shall be established by the coaches for each sport. These policies shall ensure that team members conduct themselves in a manner that will reflect positively on themselves, their team, and HBU.

Student-athletes shall not partake of alcoholic beverages while representing HBU at athletic events or at social functions held in conjunction with those events.
VIII. HAZING

Hazing at HBU is illegal and will not be tolerated. Hazing includes but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement to a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student.
- Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may be reasonably expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection.
- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Texas Penal Code.

Any team or team member found to have participated in such actions will be dealt with in an appropriate manner.

IX. GAMBLING

HBU student-athletes and athletics department staff members shall not knowingly:

(a) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
(b) Solicit a bet on any intercollegiate team;
(c) Accept a bet on any team representing the institution; or
(d) 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. This would include, but not be limited to, all types of sports pool wagering, i.e. an NCAA basketball pool, fantasy sports.

It is very important to remember that to be involved in any such activity could result in not only the possible forfeiture of games and/or events, and the forfeiture of all financial aid; but also state or federal charges being brought against the individual or individuals involved. Remember that even sharing information about team matters such as injuries, strategy, or starters can be used by gamblers and could be construed as being illegal.

X. NON-DISCRIMINATION POLICY

HBU complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, sex, age, or disability in employment or the provision of services. However, the University does discriminate in employment on the basis of religion. The University is controlled by a Board of Trustees and is operated within the Christian-oriented aims and ideals. HBU is also affiliated with the Baptist General Convention of Texas, a cooperative association of autonomous Texas Baptist churches. As a religiously controlled institution of higher education, HBU is exempted from compliance with some provision of certain civil right laws, including some provision of Title IX of the Education Amendments of 1972.
XI. DIVERSITY STATEMENT

HBU’s Department of Athletics is committed to recruiting and educating the very best student-athletes it can and is committed to providing an educational environment, and a work environment for its coaches and athletics staff, that provides equal opportunity and is free from any discrimination based on gender, race, ethnicity, national origin, religion of the student, age, or marital status. The department will make every effort to provide student-athletes, coaches and athletics staff with all possible information on programs, events, discussions and resources related to diversity, equal opportunity and respect for inclusiveness. It is this belief that such efforts will lead all student-athletes, coaches, and athletics staff to grow spiritually, feel welcome on campus, and be able to learn from and help educate others of any number of backgrounds and perspectives, which in turn will lead to a better academic and athletic experience for all.

XII. HBU ATHLETICS OPEN-DOOR POLICY FOR STUDENT-ATHLETES

It is the policy and desire of all athletic administrators within the HBU Athletic Department to maintain an “open-door” to student-athletes. This means that the athletic administrators encourage feedback from all student-athletes about rules and policies that apply to them as members of HBU, the Southland Conference, and the NCAA. All student-athletes are encouraged to take the time to review and comment on any policy or policies which they might have questions about or might not understand. Student-athletes are also encouraged to visit with their team Student-Athlete Advisory Committee (SAAC) liaison as another way to bring forth any questions or issues. SAAC liaisons are then asked to present these issues at the next SAAC meeting.

XIII. TRAVEL POLICY

Student-athletes are able to collect and keep frequent-flier miles from team and university-related airline travel. However, any points awarded because of hotel stays are not eligible to be received by the student-athletes during university-related travel.

XIV. MANDATORY EVENTS FOR ALL STUDENT-ATHLETES

The athletic department has events each year that all athletes are required to attend. First and foremost of these is the beginning of the year NCAA certification meeting, which will be held by sport and must be done before an athlete is eligible to practice or compete. Additional celebratory and educational events will be scheduled at a later date and announced to all student-athletes through their coaches, SAAC, or department administrators.

XV. UNIVERSITY BOOK VOUCHER

The University awards each student at HBU a $1,000.00 book voucher every semester that allows any student to go into the campus bookstore to purchase books and other items. Please be aware this is a loan and not part of any athletic department scholarships, and therefore must be repaid.

XVI. ACADEMIC ELIGIBILITY REQUIREMENTS

A. NCAA INITIAL ELIGIBILITY RULES

The following is a synopsis of NCAA academic regulations. It is meant to give a brief overview of the rules and by no means reflects the only regulations that affect eligibility. For complete information, student-athletes should consult with the Compliance Office or Athletic Director.
1. Initial Eligibility Certification through the NCAA Eligibility Center

To certify initial eligibility for practice and competition, the NCAA Eligibility Center must have an official final high school transcript, received from a NCAA reviewed and accredited high school, transcripts from all other high schools attended (if applicable) and an official SAT/ACT score report must be sent directly to the Center (code “9999”) from the testing agency. To certify amateurism, the student-athlete must request final amateurism certification and be certified an amateur in every sport he or she is participating.

These documents should certify that the student-athlete has the minimum test score and GPA in core courses. If academic certification is not complete, a student-athlete may practice but not compete for 45 days from their first official participation with the team. If the eligibility determination is not made by that time, the student-athlete is considered a non-qualifier and not allowed to participate until the student has been deemed a Final Qualifier or served a year-in-residence. (Please note that a student release form must be submitted by the student-athlete directly to the Center to initiate the eligibility certification process.) If amateurism certification is not complete within 45 days of the student-athlete's initial participation with the team, the student-athlete cannot participate at all in NCAA intercollegiate practice or competition until the student-athletes receives final amateurism certification. It is the responsibility of each student-athlete to make sure that the appropriate forms are sent to the NCAA Initial Eligibility Center.

For academic certification, the minimum test score and GPA required for eligibility are as follows:

<table>
<thead>
<tr>
<th>Min. GPA</th>
<th>Min. SAT (Two-part)</th>
<th>Min. ACT Sum of Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.500</td>
<td>820</td>
<td>68</td>
</tr>
<tr>
<td>2.375</td>
<td>870</td>
<td>72</td>
</tr>
<tr>
<td>2.250</td>
<td>920</td>
<td>77</td>
</tr>
<tr>
<td>2.125</td>
<td>960</td>
<td>81</td>
</tr>
<tr>
<td>2.000</td>
<td>1010</td>
<td>86</td>
</tr>
</tbody>
</table>

* GPA based on 16 core courses in particular academic areas as specified by the NCAA.

2. Admission Procedures

It is the responsibility of each student-athlete to make sure that his or her admission file is complete. This includes completing the online application process, submitting final official transcripts from high school or college (as the case may be), official test scores (for entering freshmen), proof of meningitis vaccination, and any other information required by the admissions office.

B. NCAA CONTINUING ELIGIBILITY/SATISFACTORY PROGRESS

1. Full-Time Enrollment

Requirement for Practice and Competition - To be eligible to participate in organized practice sessions and competition, a student-athlete shall be enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree. At HBU undergraduate student-athletes must be enrolled in at least 12 semester hours, and for graduate students that is determined by the graduate program enrolled in (typically 8 or 9 hours).

Exception: Final Semester. During the final semester of eligibility a student-athlete may be enrolled in less than a minimum full-time program. The university must certify that the student is taking all courses necessary to complete his or her degree and HBU certifies that degree requirements are being met.

2. Progress Toward Degree Requirements.

To be eligible to compete, a student-athlete must satisfy all of the following progress-toward-degree requirements based on his or her academic record at the beginning of any other term (fall and spring) of that academic year:
a. Satisfactorily complete a minimum of 24 semester hours of academic credit prior to the start of the student-athletes second year (third full-time semester) following initial full-time enrollment, 50 hours (40% of degree hours required for graduation) must be completed by the beginning of the third year, 75 hours (60%) by the beginning of the fourth year, and 100 hours (80%) by the beginning of the fifth year (these percentages are based on a typical HBU degree that requires 125 hours for graduation; if a major requires more hours the minimum hour requirement each year will be higher);
b. Each academic year, complete 18 hours during the regular fall and spring semesters (excluding summer); and
c. Each regular academic term, earn six semester hours to be eligible for the next regular academic term (for football student-athletes nine hours in the fall to be eligible for the first four games the following fall). Summer hours cannot be used for this requirement.

Transfers. To be eligible for competition, a transfer student athlete must have earned at least six hours in their last full-time semester enrolled at their previous institution and meet the requirements of 2A above (using academic credit earned at any collegiate institution. Two-year college transfers have additional eligibility requirements for hours and grade point average earned at the two-year college.

Regaining Eligibility. A student-athlete (other than baseball) who does not meet the 24 hours semester requirements of 2A-1 above may become eligible at the beginning of the next academic term by successfully completing 24 semester hours during the previous two semesters. Baseball student-athletes must have met eligibility requirements for the previous fall term in order to be eligible to compete in the spring.

Application of Rule. For the 18 semester hour requirement, this rule applies once a student-athlete initially enrolls as a full time student. Hours earned while enrolled part-time during a regular term may be used to meet this requirement.

Summer Credits Hours. Summer credit hours may be used to satisfy the 24-credit hour requirement when certifying a student-athlete entering his or her second year of collegiate enrollment. Summer hours may also be used to meet the 40/60/80 – percent-of-degree requirements.

3. Designation of Program Studies
All student-athletes must designate a program of studies leading to a specific degree by the beginning of the third year or 5th semester of enrollment and thereafter shall make progress toward that specific degree. A transfer student entering the third year or 5th semester also must designate a program of studies even though they have not completed a year in residence or used a season of eligibility.

4. Fulfillment of Minimum Grade-Point Average Requirements
Student-athletes must maintain a minimum grade point average based on their length of college enrollment.

   a. A student-athlete who is entering his or her second year or third full time term of collegiate enrollment shall present cumulative minimum grade-point average of 1.8 that equals at least 90 percent of the cumulative minimum grade-point required for graduation. At HBU that minimum is 2.00.
   b. A student–athlete who is entering his or her third year or fifth full time term of collegiate enrollment shall present a cumulative minimum grade-point average of 1.9 that equals 95 percent for the cumulative minimum grade-point average required for graduation. At HBU the minimum is 2.00.
   c. A student-athlete entering his or her fourth year or seventh full time term of enrollment (and any subsequent term of enrollment) shall present a cumulative minimum grade point average that equals 2.0, the grade point average required for graduation at HBU.

5. Acceptable Academic Credit and Administration of Satisfactory Progress
The following selected regulations govern acceptable degree credit and satisfactory progress. Please contact the
a. Credit-by examination/advanced placement tests. These may be used to meet the minimum progress toward degree requirements only if the subject tested is offered by the institution as acceptable degree credit.
b. Prior approval-summer courses at other institutions. Prior approval by appropriate academic officials of the certifying institution is required if courses taken during another institution’s summer term are to be utilized in determining the student's academic status (i.e., good academic standing and satisfactory progress). In order to complete the process of transferring a summer course to HBU, there must be an approved Request for Transfer Credit as well as an official transcript from the institution (with a grade of C or better) on file with the Registrar’s Office.
c. Incompletes are used for satisfactory progress only when the “I” grade has been removed under the normal University policy applicable to all students and a grade acceptable to the University has replaced it. The course may be used only once, either during the term the course was taken or during the term the “I” was replaced.
d. Repeated Courses. Credit for courses that are repeated may be used to satisfy the minimum academic progress requirements only under the following conditions:
   1. A course repeated due to an unsatisfactory initial grade may be utilized only once and only after it has been satisfactorily completed and the grade now will count in the first semester the course is taken.
   2. Credit for a course that may be taken several times shall be limited by institutional regulations.
   3. Credit earned in courses that may be taken several times may not exceed the maximum institutional limit for credits of that type for any baccalaureate degree program.

6. Progress Toward Degree Requirements *NCAA rules have priority over HBU regulations
All HBU students must complete at least 125 semester hours with at least a 2.00 cumulative GPA to receive a degree. Some degrees require more than 125 semester hours so the percentage of hours earned would be higher after each year.

Entering second year of collegiate enrollment:
- 24 semester hours
- 18 hours earned during academic year
- 90% of GPA for graduation (1.80)
- Six credits per term (*FB SA's must earn 9 hours in the fall to be eligible for first four games the following fall)

Entering third year of collegiate enrollment:
- 40% of degree requirements (50 semester hours for 125-hour degree)
- 18 hours earned during academic year
- 95% of GPA for graduation (1.90)
- Six credits per term (FB SA's must earn 9 hours in the fall to be eligible for first four games the following fall)
- Declaration of degree program (must choose a major)

Entering fourth year of collegiate enrollment:
- 60% of degree requirements (75 semester hours for 125-hour degree)
- 18 hours earned during academic year
- 100% of GPA for graduation (2.00)
- Six credits per term (*FB SA's must earn 9 hours in the fall to be eligible for first four games the following fall)

Entering fifth year of collegiate enrollment:
- 80% of degree requirements (100 semester hours for 125-hour degree)
- 18 hours earned during academic year
- 100% of GPA for graduation (2.00)
- Six credits per term (*FB SA's must earn 9 hours in the fall to be eligible for first four games the following fall)
C. HOUSTON BAPTIST UNIVERSITY ACADEMIC REGULATIONS

*Note: These are HBU specific and lower than what the NCAA requires. Student-athletes must meet NCAA standards to practice and compete.

HBU Good Academic Standing Requirements

- 0 to 28 hours must maintain 1.60 cumulative grade point average
- 29 – 47 hours 1.75 cumulative grade point average
- 48 – 66 hours 1.90 cumulative grade point average
- 67 and above hours 2.00 cumulative grade point average

1. Academic Warning

Academic warning applies to any student failing to maintain the acceptable minimum GPA at the end of their first or second semester. Notification of the action will be sent to the student and the faculty advisor and will be recorded on the student's permanent transcript.

2. Academic Probation

Any student who has failed to earn the cumulative scholastic levels designated above and who is ineligible for Academic Warning will be placed on Academic Probation and removed from the list of degree candidates until the appropriate cumulative standing is attained. A student on Academic Probation must earn a 2.00 GPA standing in the current semester to be eligible to continue in enrollment beyond that semester. Removal from Academic Probation requires a 2.00 cumulative grade point average. Students on Academic Probation are not eligible to represent the University unless they receive a waiver from the Provost.

The University Admissions Review Board may consider transfer students who are eligible to return to their prior institutions but who fail to attain minimal University standards. To be considered, the student must submit a personal statement, and two (2) academic letters of recommendation before the last Monday of the semester before the semester for which the student seeks admission. Any student so admitted will be admitted on Academic Probation and must attain good standing within one semester. Notification of the action will be sent to the student and the faculty advisor and will be recorded on the student’s permanent transcript.

3. Academic Suspension

A student on academic probation who fails to attain a 2.0 GPA standing in the current semester will be suspended and may not apply for readmission until at least one (1) full semester has passed. A student who is suspended must submit a re-entry application at least one (1) month before the next semester begins. When reapplying after suspension, the student must schedule an interview with the Director of Admissions. A student on first suspension will be readmitted at the Director’s discretion. If admission is denied, the student may appeal in writing to the Admissions Review Board. The student must submit a personal statement of approximately 250 words and two letters of academic recommendation must support the student’s appeal. Students who are placed on academic suspension will be notified of that action in writing. The action will be recorded on the student’s permanent record.

A student who is suspended for a second time may not be readmitted until at least two semesters have passed. A student on second suspension must submit a re-entry application at least one month before the semester for which admission is requested begins. When reapplying after suspension, the student must submit a personal statement of approximately 250 words in writing to the Admissions Review Board. Two (2) letters of academic recommendation must support the student’s application.

A student on second suspension is strongly encouraged to enroll in at least twelve (12) hours at another regionally-accredited institution during the two (2) semesters the student is sitting out. The student should achieve a cumulative grade point average of at least 2.5 to improve their opportunity to be reinstated at HBU by the Admissions Review Board.
Any course in which the student has earned a grade of “F” at HBU cannot be repeated at another institution for transfer credit at HBU. For the re-entry application to be processed, an official transcript must be sent directly from the institution to the Office of Admissions.

A student who is suspended for a third time is not eligible for readmission. A student who is admitted after a suspension must earn a 2.0 GPA standing in the current semester to continue. Such a student will be readmitted on academic probation and will maintain that status until a 2.00 GPA cumulative standing is earned.

4. Administrative Withdrawal of a Student
The Registrar may administratively drop a student from a course, via an Add/Drop form, with the approval of the instructor, the advisor, and the dean of the college or school in which the course is taught. The administrative withdrawal of a student from a course may occur only through the last day for dropping a course with a grade of “W,” usually the first day of the eighth week of a Fall and Spring semesters, or All-Summer semester, and the 15th day of the First or Second 5 1/2-week, or the First or Second 4-week summer sessions. These dates are specified for each academic semester in the calendar at the beginning of this Catalog. A student may be withdrawn from a class for reasons including, but not limited to, the following:

1. If the prerequisites or co-requisites as listed in the current HBU Catalog for the course from which the student is being withdrawn have not been met.
2. If there are circumstances beyond the student’s control (serious illness, accident, etc.) that will involve excessive absences in the course from which the student is being withdrawn.
3. The student has not attended a class up to the census date, or other matters pertaining to financial aid and compliance with law.

Dropping or withdrawing from the University are serious matters and cannot be accomplished by email, phone calls, voice messages or purporting to have told someone at the University that the student is not returning or has chosen not to attend. Formal rules and documents must be fulfilled to drop or withdraw with the approval of the Registrar’s office required.

XVII. ACADEMIC SERVICES

A. TUTORS

Contact your coach or the Director of Academics if you need a tutor. For additional academic help, contact the Academic Success Center at 281-649-3081 and located on the first floor of the Moody Library, or the Early Alert/Academic Advising office at 281-649-3150 in the Husky Village Office.

B. STUDY HALL PROCEDURES

The head coach in each sport determines the study hall requirements for his/her team. Should a student-athlete be required to attend study hall, he/she is expected to be on time and prepared with books and materials to study.

C. REGISTRATION AND SCHEDULING

1. It is important to keep conflicts between course schedules and practice and/or competition to a minimum. Please notify the head coach as soon as any such unavoidable conflicts arise. During the semester, often conflicts due to competition and/or injury/illness occur. Student-athletes must contact their professors in advance to prearrange how to make-up lectures, assignments or exams that will be missed. In emergency situations, contact the head coach and the Director of Academics as soon as possible so that professors can be notified.
2. Remember, undergraduate students must be enrolled in 12 hours to be eligible for practice and competition. No student-athlete may drop or add a class during a semester without prior written approval from the Compliance Office. 

**EXCEPTION:** An exception to the 12-hour requirement may be granted during the final semester, provided the student-athlete carries for credit the hours need to complete his or her degree, and HBU certifies that degree requirements are being met.

**D. UNIVERSITY ADVISING PROCEDURES AND POLICIES**

All students who have declared a major will be delegated to the college in which they are enrolled for advising purposes. Students who are undeclared will be advised generally by a professor who teaches a course in the Liberal Arts Core Curriculum. Deans control the process of assigning advisors.

All advising will be performed by an assigned faculty advisor or college designated advisor. Registrar staff may not advise students, nor may a faculty member to whom the student is not assigned as an advisee. If a student is unable to see his or her advisor, the student may see the chair of the department by appointment in which his or her major resides, or the associate dean or dean for advising. It is not the right or duty of any other faculty member or staff to advise a student who is not assigned to him or her. If a dean has delegated some advising duties to staff, that is permissible but the dean remains responsible for the quality of the advising.

The Registrar will not perform any service which requires a form that is incomplete (all required information not included on the form) or does not contain the required signatures (the dean or appropriate substitute, faculty advisor, department chair, etc.).

Classroom faculty are responsible for making sure that students in their classes have standing to be there as to prerequisites. Students, who do not have the course prerequisites, may be administratively withdrawn from class by the Registrar’s Office at the faculty member’s request. Faculty should e-mail advisor via e-mail and copy student.

Faculty advisors will schedule at least one meeting per semester for all advisees. The current policy of 30 hours per week on campus, 10 hours of office hours per week spread over 5 days with a reasonable mix of morning and afternoon hours will facilitate this process. During the semester advising weeks, a student should sign up for an appointment with his/her faculty advisor. If no time is mutually satisfactory, the student should e-mail the faculty member for an appointment.

Deans are responsible for making sure that advising is done properly in their colleges, including seeking training for their faculty regarding technology and making these policies and procedures known to all faculty advisors. Deans are free to rely more on paper or technology as they see fit.

Enrollment Management and the Registrar’s office will provide appropriate reporting for all advisors regarding student status (admission status, financial status, etc.). Therefore, the responsibilities break down as follows:

**Students** must be advised by their assigned advisor or appropriate substitute in order to register for all classes. They must make and come to appointments or be held accountable for the consequences of fines/missed fee waivers, non-prioritized registration, or failure to make reasonable progress toward degree.

**Faculty advisors** will hold regular appointments with advisees. Students are expected to be proactive to schedule and attend advising sessions. Advisors must provide sound advice and guidance, relying on chairs and deans as necessary to resolve dilemmas and answer questions. They must not rely on the Registrar’s office to advise their advisees. They must not advise students not assigned to them. Signed forms provide the paper trail to keep all accountable for their role in advising each student. Advisors should check the prerequisites for all advisees prior to approving a proposed student schedule. In the case that a student will be registering for a course the next term but is completing the prerequisite in the current term, the advisor should make certain that a student must make a passing grade to progress to the next course.
Deans will ensure that their faculty have appropriate office hours and are trained and perform their advising duties correctly. Enrollment Management/Registrar’s office: must provide appropriate reporting for the advising process regarding student status questions.

E. SUMMER SCHOOL

At another institution - Prior approval by appropriate academic officials of the certifying institution is required if courses taken during another institution’s summer term are to be utilized in determining the student’s academic status (i.e. good academic standing and satisfactory progress). In order to complete the process of transferring a summer course to HBU, there must be an approved Request for Transfer Credit as well as an official transcript from the institution (with grade of C- or better) on file in the Registrar’s office.

At HBU - Student-athletes will be approved for summer school aid only on the approval of the Director of Athletics prior to the beginning of the first summer session. Please remember that once an athlete is signed up for and registered in summer school courses, there can be no drops or additions without the written permission of the athletic department. Not only is there a cost factor involved in the addition of courses, but dropping a course could cost an athlete his/her eligibility for the coming year. Student-athletes who are not enrolled in a summer school session are not normally eligible for compensation for on-campus housing or meal allowance during that term. Please check with the compliance office if there may be unusual circumstances involved.

F. BOOKS

Student-athletes who are on an athletic scholarship that includes books should go to the HBU Bookstore. YOU MUST BRING YOUR SCHEDULE AND YOUR STUDENT I.D. WITH YOU TO RECEIVE BOOKS. At the end of the semester, return your books to the Bookstore. If you decide you want to keep any of your books, you will be charged for the book at full price. You will be charged for any book that is not returned.

G. ACADEMIC GRIEVANCE POLICY

A student may file an academic grievance if he or she believes a grade was awarded improperly or for any academic grievance matter. The formal process is described below and must be followed by all parties in order to resolve a dispute. No one—student or faculty member—is permitted to ignore the process, follow it out of order, or appeal to authorities such as the President or Provost.

1. The student should make an appointment with the faculty member in question to discuss the matter in person. The student is advised to keep his or her advisor apprised of the matter but this is not a requirement at this point. It is appropriate to try to resolve differences amicably and in person if at all possible before seeking to raise the matter to a higher level of authority than the classroom instructor. This is especially true at a Christian institution. If the student is concerned that a private meeting with the instructor will create antagonism, the student may skip to Step 2, but the student must make this concern known to the chair who controls Step 2 and explain in detail why he or she believes this to be the case.

2. If the student continues to dispute the grade after the face-to-face meeting, the student may bring the matter to the chair of the department in which the course is located. This step requires the student to make a written appeal to the chair. At this step, the student must provide his or her advisor with a copy of the appeal (and the instructor if Step 1 was omitted). The chair will review the student’s concern and consult with the classroom instructor, either individually or with both present. The chair will respond formally to the student and the instructor in writing of the chair’s recommendation and notify the dean of the action.

3. If the student is unsatisfied with the chair’s recommendation, the student may bring the matter to the dean of the college in which the department resides—again, in writing. The dean will review the written appeal and consult with the chair, the classroom instructor, the advisor and the student, either individually or in a group as the dean
deems appropriate. If the student requests and the dean agrees, a Standards Committee will be formed by the dean who will serve as chair of the committee. The membership of the committee is composed of all parties heretofore mentioned, as well as any other faculty members the dean deems appropriate; no students other than the student making the complaint should be involved in any way. The Standards Committee hears the presentation of both parties. No legal representation or any other parties are allowed. After hearing both sides and after deliberation, at which time some parties may be excused from the room, the Committee, through the dean serving as chair, will render a judgment as to what it advises should be done. The Committee has no coercive authority to force the change of a grade; the purpose of the process is to bring clarity to all sides and allow a thoughtful and informed response from the disputants. The hearing aspect of the Committee process serves to assure integrity in the assigning of grades to students by faculty. The hearing and the rendering of a judgment to advise is the end of the process and no appeals to change a grade should be made to the Provost or the President. If a student wishes to take the step of contacting the Provost (the President is not to be contacted in these matters), the Provost will make a judgment as to whether to accept the appeal. If the Provost does agree to hear the matter, he or she will only consider two allegations: 1) that the process itself is unfair; 2) that the student was not treated fairly in the process. The burden will be on the student to demonstrate with facts and evidence that the process or the treatment was unfair. To repeat, the Provost will not hear an appeal to change a grade. Depending on the Provost’s findings, the matter may be returned to the Standards Committee for further review.

4. Throughout this process, if a student wishes to ask an HBU faculty member or an HBU administrator to serve as an advisor, that is permissible, but both the student and the advisor must make this fact known to all parties involved in the academic grievance process. At no time should any HBU employee advise a student anonymously or write an appeal document.

5. If a student questions any grade as recorded in the Registrar’s Office, the student has a period of one (1) year beginning with the end of the term in which the grade was awarded, or six (6) months after the degree is conferred (whichever comes sooner), to challenge the accuracy of the grade. At the end of this period, a recorded grade is considered permanent.

H. ACADEMIC ACCOMMODATIONS

HBU complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. Any student who needs learning accommodations should inform the professor immediately at the beginning of the semester that he/she will be requesting accommodations. In order to request and establish academic accommodations, the student should contact the Coordinator for Learning Disability Services at 504@hbu.edu to schedule an appointment to discuss and request academic accommodation services. Academic Accommodations must be applied for and written each semester. If academic accommodations are approved, a Letter of Accommodations will then be sent to the professor(s). Please refer to the website, www.hbu.edu/504 for all accommodation policies and procedures.

XVIII. REQUESTS TO TRANSFER

In the event a student-athlete seeks to transfer out of HBU and play at another institution, they must request permission to contact other institutions and/or transfer from their coach. All requests should be made in writing (email is acceptable). The athletics department has the discretion to either grant the permission request in full, grant the permission request with restrictions, or to deny the request outright.

If restricted or denied, the first level of appeal is with the Athletic Director. The process for making a decision is at the Athletic Director’s discretion; a decision may be made without hearing directly from either party. If the Athletic Director overturns the coach’s decision, permission to contact (and possibly release) will be granted for the student-athlete to contact the particular institution(s) requested. If the Athletic Director denies the appeal, permission to contact the particular institution(s) will be withheld. In either case, the student-athlete will be notified of the outcome in writing.
The athletics department must respond to the request in writing within seven business days or else the request is granted by default. If the athletics department denies the request, the student-athlete has the opportunity to appeal the decision and afforded a hearing conducted by an institutional committee directed by the faculty athletics representative. The hearing and results shall be conducted within fifteen business days of receipt of the student-athletes written request for a hearing. The student-athlete has the opportunity to participate in phone or in-person.

HBU policy is to deny a scholarship student-athlete’s request for permission to contact other institutions about the possibility of transferring if the student-athlete does not presently have at least a 2.6 gpa or is not on pace to have a 2.6 gpa by the end of the semester the student-athlete would leave HBU.

XIX. SPORTS MEDICINE

A. GENERAL MEDICAL POLICY

The Sports Medicine Department is staffed by licensed physicians and athletic trainers who are fully prepared to handle health problems which may arise for the student-athlete. All diagnoses are the responsibility of the Sports Medicine Department. Medical directors have final authority in determining the athlete’s status for participation and act in the sole interest of student-athlete health and welfare. The Sports Medicine Department is empowered with unchallengeable, autonomous authority to determine medical management and return-to-play decisions of student-athletes.

B. PERSONNEL

The sports medicine staff is under the direction of Alysia Bedgood, M.D. and Michael Kent, M.D. A medical consultant referral list will be approved by the medical directors. Consultation with physicians not on the referral list must have prior approval of the medical directors. All consultations with physicians must be coordinated with the Sports Medicine staff.

C. PHYSICAL EXAMINATIONS

All student-athletes must receive an annual physical exam conducted by the Sports Medicine department prior to their participation as an athlete at HBU. No student-athlete may participate without being cleared by the Sports Medicine Department each year.

D. FINANCIAL RESPONSIBILITY

For any injury resulting from supervised intercollegiate activities, the Athletic Department will file first with personal insurance coverage that may already exist on the injured athlete; any portion not covered by an existing policy will become the financial responsibility of the department. The Athletic Department does not assume liability for injuries or illnesses (i.e. automobile accidents, dental care, appendicitis, etc.) not resulting from competition. The University highly recommends the athlete has personal health insurance to cover such health problems. Should the student-athlete seek medical care other than that which is coordinated through the athletic trainer and authorized in writing, the student will then assume ALL financial responsibility. Once an athlete has sought off-campus medical attention, he/she must have a written release to the Sports Medicine staff from the outside physician before he/she may return to participation. Final return to participation must be approved by the Sports Medicine staff.

E. CARE OF INJURIES

It is the athlete’s responsibility to report all injuries/illnesses to an athletic trainer as soon as possible. It is also the responsibility of the athlete to coordinate all daily treatment and rehabilitation with an athletic trainer.
F. EMERGENCIES

Memorial Hermann Southwest is the primary emergency care center to be utilized by the HBU Athletic Department. All student-athletes should be directed to this facility in cases of extreme emergency. Upon entering the hospital, an athlete should identify him/herself as a HBU athlete under the care of Alyvia Bedgood, M.D. and Michael Kent, M.D.

G. EYEWEAR POLICY

Student-athletes who enter HBU with corrective eyewear will be responsible for any costs associated with examinations and prescription changes. Student-athletes whose contact lenses are lost or destroyed during official practice or competition will be eligible for reimbursement for replacement costs based on the recommendation of the Sports Medicine Staff.

H. STUDENT HEALTH SERVICES

A student health center facility is located in the Hodo Residence College. An athlete should inform the sports medicine staff if he/she has been treated by the student health center.

I. MEDICATION

The University will provide prescription medication to HBU athletes only when prescribed by a HBU team physician, and it is related to an athletic injury.

J. NON-ATHLETIC DEPARTMENT PERSONNEL POLICY

The Sports Medicine Department will not be available to club sports, intramurals, physical education, or recreational participants, except in emergencies.

K. PRESENT PERSONNEL DURING INJURY/TREATMENT OF A STUDENT-ATHLETE

If a student-athlete is injured or being treated by the HBU sports medicine staff, the only personnel allowed during this time are the following: team physician, athletic trainer, coach, and parents of the student-athlete. The presence of anyone else is not allowed and they will be asked to leave.

XX. SICKLE CELL POLICY

Purpose
To provide guidelines for the prevention and treatment of sickle cell illness in collegiate athletes at HBU.

Definition of Sickle Cell Trait
Sickle cell trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. During intense or extensive exertion, the sickle hemoglobin can change the shape of red cells from round to quarter-moon, or “sickle.” This change, exertional sickling, can pose a grave risk for some athletes. During intense exercise sickle cells can “logjam” blood vessels and lead to collapse from ischemic rhabdomyolysis, the rapid breakdown of muscles starved of blood. Major metabolic problems from explosive rhabdomyolysis can be life threatening. Sickling can begin in 2-3 minutes of any all-out exertion – and can reach grave levels soon thereafter if the athlete continues to participate. Heat, dehydration, altitude, and asthma can increase the risk for and worsen sickling, even when exercise is not intense. Collapse resulting from sickling is a medical emergency.
Background Information

The risk of African-Americans having sickle cell trait is 1:2,000 and 1:10,000 for Anglo-Americans. The sickle gene is also present in persons of Mediterranean, Middle Eastern, Indian, Caribbean and South and Central American ancestry; hence, the required screening of all newborns in the United States. The U.S. military tied sickle cell trait to sudden death during recruit basic training. The main cause of death was rhabdomyolysis and the risk of exertional rhabdomyolysis was about 200 times greater for those with sickle cell trait. In sickle cell trait, strenuous exercise evokes four forces that in concert foster sickling: 1) severe hypoxemia, 2) metabolic acidosis; 3) hyperthermia in muscles and 4) red blood cell dehydration. Additional Military research shows that during intense exertion and hypoxemia sickle cells can accumulate in the blood. Recent research also shows that systemic dehydration worsens exertional sickling. The harder and faster athletes go, the earlier and greater the sickling, which explains why collapse occurs “sooner” in high intensity exercise rather than “later” in long duration exercise. Sickling can begin in only 2-3 minutes of sprinting – or in any other all-out exertion – and sickling can quickly increase to grave levels if the stricken athlete continues to struggle with the activity.

Testing

Confirmation of sickle cell trait status should be completed during the athlete’s pre-participation physical examination (PPE) as they enter the HBU athletic department. As all 50 states screen at birth, this marker is a base element of personal health information that will be made readily available to the athlete, the athlete’s parents, and any other healthcare provider the athlete chooses, including those providers designated as team physicians by HBU and those responsible for determination of medical eligibility for participation in athletic competition at HBU.

Signs and Symptoms

Sickling collapse has been mistaken for cardiac collapse or heat collapse. But unlike sickling collapse, cardiac collapse tends to be “instantaneous,” has no “cramping” with it, and the athlete with ventricular fibrillation who hits the ground no longer talks. Unlike heat collapse, sickling collapse often occurs within the first half hour on the field, as during the initial sprinting activity. Core temperature is not greatly elevated.

Sickling is often confused with heat cramping but exhibits the following distinctions:

1) Heat cramping often has an initial onset of muscle twinges, whereas, sickling has none.
2) The pain is different – heat-cramping pain is more excruciating.
3) What stops the athlete is different – heat “crampers” hobble to a halt with “locked-up” muscles, while sickling athletes slump to the ground with weak muscles.
4) Physical findings are different – heat “crampers” writhe and yell in pain, with muscles contracted; whereas, sicklers lie fairly still, not yelling in pain, with muscles that look and feel normal.
5) The response is different – sickling athletes caught early and treated correctly recover faster than players with major heat cramping.

This is not to say that all athletes who sickle present exactly the same way. How they react differs. As the athlete rests, sickle red cells regain oxygen in the lungs and most then revert to normal shape, and the athlete soon feels good again and ready to continue.

Treatment

For the athlete with sickle cell trait, the following guidelines should be followed:

1) Build up slowly in training with paced progressions, allowing longer periods of rest and recovery between repetitions.
2) Encourage participation in preseason strength and conditioning programs to enhance the preparedness of athletes for performance testing which should be sport-specific. Athletes with sickle cell trait should be excluded from participation in performance tests such as mile runs, serial sprints, etc.
3) Cessation of activity with onset of symptoms [muscle ‘cramping’, pain, swelling, weakness, tenderness; inability to “catch breath”, fatigue].
4) If sickle-trait athletes can set their own pace, they seem to do fine.
5) All athletes should participate in a year-round, periodized strength and conditioning program that is consistent
with individual needs, goals, abilities and sport-specific demands. Athletes with sickle cell trait who perform repetitive high speed sprints and/or interval training that induces high levels of lactic acid should be allowed extended recovery between repetitions since this type of conditioning poses special risk to these athletes.

6) Ambient heat stress, dehydration, asthma, illness, and altitude predispose the athlete with sickle trait to an onset of crisis in physical exertion.
   a. Adjust work/rest cycles for environmental heat stress
   b. Emphasize hydration
   c. Control asthma
   d. No workout if an athlete with sickle trait is ill
   e. Watch closely the athlete with sickle cell trait who is new to altitude. Modify training and have supplemental oxygen available for competitions.

7) Educate to create an environment that encourages athletes with sickle cell trait to report any symptoms immediately; any signs or symptoms such as fatigue, difficulty breathing, leg or low back pain, or leg or low back cramping in an athlete with sickle cell trait should be assumed to be sickling.

Conclusion
Participation in collegiate athletics at HBU is determined by the medical director(s) in conjunction with the Athletic Training staff. Red blood cells can sickle during intense exertion, blocking blood vessels and posing a grave risk for athletes with sickle cell trait. Screening and simple precautions may prevent deaths and help athletes with sickle cell trait compete in collegiate sports at HBU. Efforts to document newborn screening results should be made during the PPE. In the absence of newborn screening results, testing will be offered during an athlete’s initial PPE to determine the presence of sickle cell trait. The Athletic Training staff at HBU will educate when necessary the staff, coaches and athletes on the potentially lethal nature of this condition.

XXI. CONCUSSION MANAGEMENT AND TREATMENT

Definition of Concussion
Concussion is defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. Several common features that incorporate clinical, pathologic, and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:

1. Concussion may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head.
2. Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously.
3. Concussion may result in neuropathological changes, but the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury.
4. Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course; however, it is important to note that, in a small percentage of cases, post-concussive symptoms may be prolonged.
5. No abnormality on standard structural neuroimaging studies is seen in a concussion diagnosis.

The suspected diagnosis of concussion can include one or more of the following clinical domains:

1. Symptoms: somatic (e.g. headache), cognitive (e.g., feeling in a fog), and/or emotional symptoms (e.g., depression, sadness).
2. Physical signs (e.g., loss of consciousness, amnesia)
3. Behavioral changes (e.g. irritability)
4. Cognitive impairment (e.g., slowed reaction times)
5. Sleep disturbances (e.g., drowsiness)

If any one or more of these components is present, a concussion should be suspected. The Graded Symptom Checklist provides a more detailed, albeit, not comprehensive, list of common concussion symptoms.

**Prevention of Concussion**

Prevention starts with education. The HBU Sports Medicine staff works hand in hand with our coaches and our equipment staff for the safety and well-being of all of our student-athletes. Education should be a constant effort that is always stressed. However, yearly educational sessions in each sport’s pre-season will allow the certified athletic trainer to educate his/her student-athletes on proper playing techniques that will reduce the likelihood of concussion occurrence (e.g. proper tackling form in football, proper heading of the soccer ball, how to fall in basketball).

In addition to education, care will be taken by members of the Sports Medicine staff to review the medical histories of each of our student-athletes to be aware of a previous history of concussion. There is a benefit to a pre-participation concussion evaluation as it allows the Sports Medicine Team to modify and optimize protective behavior, if warranted, and is another opportunity for education of the student-athlete.

Along with the HBU Equipment staff, the Sports Medicine team will afford our student-athletes with the best possible equipment, ranging from football and baseball helmets to mouthpieces. Although no scientific studies have shown that either helmets or mouthpieces will prevent concussion, they both help in the prevention of more serious injuries (e.g. skull fractures/intracranial hematomas, dental fractures and avulsions) and may reduce the severity of concussions. The Sports Medicine staff, with the help of the Equipment staff, will assure that all of our equipment issued is in good working order, regularly serviced/reconditioned, fits properly, and meets the established standards of the National Operating Committee on Standards for Athletic Equipment and/or the American Society for Testing and Materials.

**Recognition and Treatment of Concussion**

HBU Sports Medicine will have certified athletic trainers on site for almost all practices and competitions. These healthcare professionals are trained in the prevention, recognition, treatment, and rehabilitation of all athletic injuries, including concussions. If a student-athlete shows any of the aforementioned signs of a concussion (somatic, cognitive, and emotional symptoms; physical signs; behavioral changes; cognitive impairment; or sleep disturbances), the student-athlete should be immediately evaluated on-site for a concussion.

Many tools are available for the athletic trainer in assessing for a concussion. The preferred methods for evaluating for a concussion on-site used by the HBU Sports Medicine staff are the Standardized Assessment of Concussion (SAC) and the Balance Error Scoring System (BESS). These two tools are used to provide immediate feedback to the possibility of a concussion and the initial severity of the injury. The IMPACT testing method will also be used as a tool for pre injury and post injury status. This test will be read and evaluated by Dr. Summer Ott of UT Physicians or designee. These tests are used in conjunction with the other tools to assess the nature and severity of the injury. These other tools include, but are not limited to, neuropsychological testing, neuroimaging studies, physician exam, and any additional investigations he may deem warranted.

The SAC is a standardized test that allows for consistent evaluation and results that allows the athletic trainer the ability to measure neurocognitive status including orientation, immediate memory, concentration, and delayed recall on the sidelines. The BESS test allows for a measurable score to test the injured student-athlete’s postural stability on the sideline, as well.

It is the policy of HBU Sports Medicine to test all of our student-athletes as part of their pre-participation physical exam on the Immediate Postconcussion Assessment and Cognitive Test (ImPACT). The ImPACT test is a computer-based neuropsychological test that covers the following cognitive domains: verbal memory, visual memory, information processing speed, reaction time, and impulse control. It is quickly becoming the industry standard of computerized
neuropsychological evaluation methods. This baseline testing during pre-participation evaluations allows us to test the concussed student-athlete 24 hours post-injury and measure the cognitive impairment that the student-athlete is currently suffering. Serial tests are also performed until the student-athlete is symptom free.

All of the above tools allow the HBU Sports Medicine team to evaluate and grade the severity of the injury that a student-athlete has suffered. The grading scale used by the Sports Medicine team is the Cantu Grading System for Concussion3:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>No LOC*, PTA† &lt;30 minutes, PCSS‡ &lt; 24 hours</td>
</tr>
<tr>
<td>II</td>
<td>LOC &lt;1 min or PTA &gt;30 min &lt;24 h or PCSS &gt;24 h &lt;7 days</td>
</tr>
<tr>
<td>III</td>
<td>LOC &gt;1 min or PTA &gt;24 h or PCSS &gt;7 days</td>
</tr>
</tbody>
</table>

*LOC indicates loss of consciousness  
†PTA indicates posttraumatic amnesia (anterograde/retrograde)  
‡PCSS indicates postconcussion signs and symptoms other than amnesia

Current research is showing that the number and duration of symptoms is a much better predictor for the severity of the injury and timetable for return than LOC and PTA at the initial evaluation. While LOC at the time of injury is a predictor of the initial injury, PTA at the 24 hour follow-up and cognitive impairment at the 24 hour follow up are both excellent predictors of the severity of the injury.4 In light of these recent findings, common practice is being established to not grade the severity of a concussion until all of the symptoms have resolved. That being said, it is the policy of HBU Sports Medicine to use the Cantu Grading System to convey the initial severity of an injury to the student-athlete, parents, and coaches, but the ultimate diagnosis for the severity of the injury shall not be made until the student-athlete is symptom-free.

**Recovery of Concussion**

Every concussive injury is manifested differently. With this understanding, each student-athlete will be treated according to his or her individual symptoms. As stated above, these symptoms can be somatic, emotional, as well as cognitive. Treatment of a concussion requires rest, both physical and cognitive. After initial evaluation is completed, the student-athlete will be sent home with instructions for care that will provide the student-athlete, and/or parent or roommate, information on the nature of the signs to be watched for as well as care instructions. The injured student-athlete will be instructed to limit cognitive exertion as it can often exacerbate symptoms and delay full recovery. Tasks that the student-athlete will be required to limit include computer work, video games, television and/or film watching, texting, and in more severe cases the student-athlete may be held from class attendance. It has been shown that in more moderate to severe concussions, the injured student-athlete can suffer cognitive impairment and emotional changes that can negatively affect academic performance. In cases of more moderate to severe concussions where the student-athlete suffers cognitive impairment, the Sports Medicine Team will notify the student’s academic adviser. If the Sports Medicine Team deems that, in the best interest of short-term treatment and long-term recovery, the student-athlete should be held from class a letter will be provided to the student’s professors.

When the student-athlete is symptom-free, a graduated progression of activity will be followed to ensure the safe and prudent return of the student-athlete to activity.

<table>
<thead>
<tr>
<th>Rehabilitation Stage</th>
<th>Functional Exercise</th>
<th>Objective of Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. No Activity</td>
<td>Complete Physical and Cognitive Rest</td>
<td>Recovery</td>
</tr>
<tr>
<td>2. Light Aerobic</td>
<td>Walking, Swimming, Stationary Bike with Intensity &lt;70% Max HR, No Resistance Training</td>
<td>Increase Heart Rate</td>
</tr>
<tr>
<td>Exercise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Sport-Specific</td>
<td>Running Drills in Soccer, Bag Drills in Football, Handling Drills in Basketball</td>
<td>Add Movement</td>
</tr>
<tr>
<td>Training</td>
<td>No Head Impact</td>
<td></td>
</tr>
<tr>
<td>4. Non-Contact</td>
<td>Progression to More Complex Training Drills Start Progressive Resistance Training</td>
<td>Exercise, Coordination, and Cognitive Load</td>
</tr>
<tr>
<td>Training Drills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Full Contact</td>
<td>Following Medical Clearance, Return to Normal Training Activities</td>
<td>Restore Confidence and Assess Functional Skills by Coaching Staff</td>
</tr>
<tr>
<td>Practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Return to Play</td>
<td>Normal Game Play</td>
<td></td>
</tr>
</tbody>
</table>
As the athletic trainer takes the student-athlete through the graduated progression, progress will be tracked by the athletic trainer on the Concussion Exertional Testing Recording Form.

The decision on returning to competition will be made based on several factors. No one factor is weighted more than the others. Return to play will be based on the following:

1. Being symptom-free at rest and progressing through the Graduated Exertional Program symptom-free.
2. A performance on the neuropsychological test (ImPACT) returning to base-line or close to base-line levels.
3. An unremarkable neurologic exam by the Team Physician or his delegate.

The student-athlete will be released for a return to play when all of these factors have been met to the satisfaction of the Sports Medicine Team.

Conclusion

Concussions, while very serious injuries, are one of the least understood injuries in Sports Medicine. The culture of athletics as well as the lack of understanding of the severity of these injuries causes most student-athletes to underreport the number, severity, and duration of concussive injuries. In keeping with the mission statement of HBU Sports Medicine which states in part, “Above all else, we protect and promote the safety, health and well-being of every one of our student athletes,” we will err on the side of caution when concussive injuries occur. This policy will allow us to remain vigilant in protecting the safety and well-being of our student-athletes as well as their academic and long-term cognitive futures. As best summarized by Dr. Cantu while commenting on the 2nd International Conference on Concussion in Sport Held in Prague in 2004, “This protocol represents a work in progress, and, as with all other recommendations or proposals, it must be updated as new information is added to the current state of the literature and understanding of this injury.”

XXII. DRUG POLICY

A. POLICY

The HBU Athletic Department may request any or all student-athletes to provide a urine or saliva specimen to be analyzed at any time. The confidentiality of test results has been provided for, and will be respected, during the entire testing procedure. An off-campus laboratory will perform analysis for the Athletic Department. A student-athlete with a positive test result will be re-analyzed using the most accurate testing method available. If a person produces a positive confirmation test, that person will have an opportunity to pursue a counseling/rehabilitation program to assist him/her in a return to a drug free life.

Consequences of a Positive Test

<table>
<thead>
<tr>
<th>Positive Test</th>
<th>HBU Consequences (if tested by HBU)</th>
<th>NCAA Consequences (if tested by NCAA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive Test #1</td>
<td>Required counseling/rehab &amp; spot checks performed</td>
<td>Lose year of eligibility - can practice but no competitions For street drugs – withheld for at least 50% of competitions</td>
</tr>
<tr>
<td>Positive Test #2</td>
<td>Required counseling/rehab Suspended from games/practices for 1 year &amp; spot checks performed</td>
<td>For non-street drugs - lose all remaining eligibility For street drugs - lose current and subsequent year for second failed test.</td>
</tr>
<tr>
<td>Positive #3</td>
<td>Ineligible and scholarship revoked</td>
<td></td>
</tr>
</tbody>
</table>
B. PROCEDURE

1. Establish the date, time, and place regarding testing.
2. Have athlete sign an informed consent and release of liability form, if not already on file.
   a. Liaison explains the form
3. Give athlete Drug Testing Notification and have them sign
   a. Have athlete endorse a log of any known drugs, including prescriptions, taken.
4. Athlete will report at the designated time for collection and will be given a sterile specimen collection bottle.
   a. Athlete will be observed by an official
   b. One athlete at a time
   c. Athlete will seal specimen bottle and place in mailer.
5. The Athletic Trainer will insure security of specimen and log sheet.
6. The testing facility performs the screening and notifies, by internet, only the Head Athletic Trainer of positive test results.
   a. Athletes with negative test results will not be notified in any way.
7. The Head Athletic Trainer maintains the confidentiality of the reports until the hard copy of positive results is received.
8. The Head Athletic Trainer notifies the head coach of results.
9. The Head Athletic Trainer and head coach notify the athletic director.
10. The head coach (after discussions with the head athletic trainer and athletic director) is responsible for establishing a private meeting with the athlete.
    a. To reinforce and clarify the athletic department’s drug program policy.
    b. To request that the athlete contact a counselor and begin a counseling process that is recommended by a counselor. This will be at expense to the athlete. Counseling sessions should not interfere with practice or class times.
11. The counselor should notify the Head Athletic Trainer that the athlete did establish and attend at least two meetings.
12. The Head Athletic Trainer notifies that another specimen is requested on a spot check which is the same day as notification of the test. This usually occurs 5-8 weeks after the receipt of the original test results.
13. If testing was performed by the NCAA the consequence of a positive test result would be loss of a season of eligibility.
14. A second positive test results in a meeting in a meeting of the student-athlete, head coach, Head Athletic Trainer, and athletic director.
    a. Athlete is informed he/she is suspended from all intercollegiate practices and games for the remainder of season.
    b. That he/she must seek professional counseling and rehabilitation that must be confirmed by the counselor to the Head Athletic Trainer.
    c. Athlete is informed that they will be spot checked frequently in the future.
    d. NCAA regulates that a second positive test, if it is street drug related, will cause you to lose your current year and the subsequent year of eligibility. If a non-street drug related positive test, you lose the remainder of eligibility.
15. For HBU purposes an athlete, at his/her own expense, may have a test completed by an independent testing facility at any time with a hard copy of results provided to the head athletic trainer by the testing facility.
    a. A negative test result would satisfy the athlete’s responsibilities.
    b. This is not an option if NCAA is testing.
16. A third positive test may indicate a chemical dependency that will result in a referral to a more appropriate professional rehabilitation program as determined by the athlete’s designated counselor.
    a. The athletic director and head coach meet with athlete.
    b. The athlete is informed of his/her future ineligibility from intercollegiate athletics at HBU.
    c. The athlete is informed of the revocation of his/her athletically based financial aid.
    d. The athlete is informed of the designated counselor’s prescribed treatment/rehabilitation plan.
C. NCAA BANNED DRUGS

Please note that the list of banned drugs is subject to change by the NCAA Executive Committee, and the institution and student-athlete shall be held accountable for all banned drug classes on the current list. Updates to the list of banned drugs can be found via the NCAA web site at http://www.ncaa.org/2015-16-ncaa-banned-drugs.

IT IS YOUR RESPONSIBILITY TO CHECK WITH THE APPROPRIATE OR DESIGNATED ATHLETICS STAFF BEFORE USING ANY SUBSTANCE.

The following is the list of banned-drug classes, pursuant to NCAA Division I Bylaw 31.2.3.1

NCAA Banned-Drug Classes
The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example. Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information.

The NCAA bans the following classes of drugs:
   a. Stimulants
   b. Anabolic Agents
   c. Alcohol and Beta Blockers (banned for rifle only)
   d. Diuretics and Other Masking Agents
   e. Street Drugs
   f. Peptide Hormones and Analogues
   g. Anti-estrogens
   h. Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned.
The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:
   a. Blood Doping
   b. Local Anesthetics (under some conditions)
   c. Manipulation of Urine Samples
   d. Beta-2 Agonists permitted only by prescription and inhalation
   e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

NCAA Nutritional/Dietary Supplements Warning: Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!

• Dietary supplements are not well-regulated and may cause a positive drug test result.
• Student-athletes have tested positive and lost their eligibility using dietary supplements.
• Many dietary supplements are contaminated with banned drugs not listed on the label.
• Any product containing a dietary supplement ingredient is taken at your own risk.
NOTE TO STUDENT-ATHLETES: THERE IS NO COMPLETE LIST OF BANNED SUBSTANCES DO NOT RELY ON THIS LIST TO RULE OUT ANY SUPPLEMENT INGREDIENT. Check with your athletics department staff prior to using a supplement.

Some examples of NCAA Banned Substances in Each Drug Class

Stimulants: amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, “bath salts”, etc.

exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents (sometimes listed as a chemical formula, such as 3, 6, 17-androstenetrione): boldenone; clenbuterol, DHEA (7-Keto); nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

Alcohol and Beta Blockers (banned for rifle only): bumetanide; chlorothiazide; furosemide; hydrochlorothiaide; probenecid; spironolactone (canrenone); trimeterence; trichlormethiazide; etc.

Street Drugs: heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g. spice, K2, JWH-018, JWH-073)

Peptide Hormones and Aalogues: growth hormome (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

Anti-Estrogens: anastrozole; tamoxifen; formestane; 3, 17-dioxo-etiochol-1, 4, 6-triene (ATD); etc.

Beta-2 Agonists: bambuterol, formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877.202.0769 or www.drugfreesport.com/rec password: ncaa1, ncaa2 or ncaa3.

It is your responsibility to check with the appropriate or designated athletics staff before using any substance

XXIII. LIGHTNING POLICY

All coaches, athletic staff, and medical staff should be aware of safety precautions during inclement weather. All are responsible for following the established emergency action plan specific to lightning safety.

According to the NCAA, the athletic trainer is empowered with the unchallengeable authority to cancel or modify workouts for health and safety reasons, as he or she deems appropriate. The athletic trainer is responsible for the well-being of all student-athletes and must put their safety first when questionable situations arise, such as inclement weather. The chain of command when implementing the inclement weather/lightning policy emergency action plan is as follows: the athletic trainer has sole authority on establishing the plan for the safety of the student-athletes. If an athletic trainer is not present, then the coaches are the authoritative administrator which will implement the guidelines of the emergency action plan.

When inclement weather is present and the emergency action plan is put into place, the athletics staff is responsible for announcing possible threats to innocent bystanders and other sports teams present. At that time, the staff should recommend all bystanders move to safety in either a close building or their vehicle. We must educate bystanders not to take cover under trees, bleachers, or other tall objects.
The Evacuation Plan is as follows:
• Determine how and where the group will evacuate. An enclosed building is the ideal evacuation area. Evacuate to the closest and safest indoor structure. (NOT dugouts, batting cages, covered benches, storage buildings, under trees or other tall objects, or portable toilets.) From the soccer fields it is Dillon. For softball and baseball is it the Multicultural Arts Center. If you are traveling and need shelter without a building close, take cover in your fully enclosed vehicles with windows closed.
• Avoid metallic objects such as bleachers, flag poles, golf clubs, and bats. Avoid using landlines and plumbing in the building.
• Avoid electric power line areas or areas with standing water.
• Do not be the highest/tallest object or close to/connected to a tall object.
• Communicate the evacuation plan thoroughly to the group.
• Be aware of the possible weather predictions and conditions before beginning the outdoor activity and monitor all conditions via lightning detectors and radar systems via the internet or weather radio.

The primary source of lightning detection is the internet weather service linked to the athletic trainer’s phone. If the phone is not present, always use the 30/30 Flash-to-Bang for the precautionary system.

Flash-to-Bang 30/30 Rule
• Person sees lightning strike. Count the seconds until you hear the thunder. Divide the second counted by five (5). For each five (5) second count, the lightning is approximately one mile away.
• For a 30-second count, the lightning is six (6) miles away. At this time you should be evacuated.
• The National Lightning Institute and National Weather Service recommend that you have already evacuated to a safe structure by this time. You should already have taken cover before the flash-bang count reaches six (6) miles. (Lightning can strike up to 8-10 miles away.)
• You may resume activity 30 minutes AFTER you hear the last sound of thunder or see the last lightning strike. This is also the rules officials/umpires/referees must follow. (Just because the sky clears and turns blue, does not mean it is safe to return to play.) Certain lightning detectors will tell you when storms have passed and lightning is no longer in the area. This may be less time than the 30 minutes and at that time, it is deemed safe to return.

In Case of Lightning Strike Emergency
• Call 911 Immediately
• Move victim to a safe area
• Perform CPR/FA to victim until EMS arrives
• Monitor vitals, keep the victim still, and treat for shock if the victim is coherent before EMS arrives.

XXIV. STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The Student Athlete Advisory Committee (SAAC) is a student-athlete leadership group comprised of members of HBU’s athletic teams. The purpose of SAAC is to represent the diverse interests of student athletes to the HBU University’s Athletics Administration; to promote community among all HBU student-athletes; to foster commitment to service; and to represent the HBU Athletics Program locally and at the conference and national levels. Members of SAAC develop their leadership and citizenship skills by promoting student athlete welfare issues and actively participating in departmental educational programs and special events. Our committee with be guided by the following principles: Ethics, Integrity, Fairness, and Respect for Diversity.

Division I SAAC Mission Statement
The mission of the NCAA Division I Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete well-being, and fostering a positive student-athlete image.
For more information on the NCAA Division Student-Athlete Advisory Committees, please visit the NCAA website: http://www.ncaa.org/student-athletes/ncaa-student-athlete-advisory-committees-saacs

How Can HBU Student-Athletes Get Involved with the SAAC?
HBU student-athletes are encouraged to ask their coach about involvement with the SAAC or contact the HBU SAAC Advisor.

Purpose and Function of a SAAC
SAAC is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations and policies that affect student-athletes’ lives on NCAA member institution campuses. Areas of concern include but are not limited to financial aid, transfer rules, Title IX issues, budgets, and playing and practice limits. The campus committee is meant to serve as a local student-athlete voice in addressing issues of student-athlete welfare at their respective institution. In addition, members have the opportunity to offer input on issues that may be national in scope. Functions include:

1. Promote communication between athletics administration and student-athletes;
2. Provide feedback into athletics department issues;
3. Build a sense of community within the athletics program involving all teams;
4. Organize community service efforts;
5. Create a vehicle for student-athlete representation on campus-wide committees;
6. Promote a positive student-athlete image on campus.

The following representatives are members of the SAAC committee and have voting rights.

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<tr>
<th>Men’s Sports</th>
<th>Women’s Sports</th>
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<tr>
<td>Baseball</td>
<td>Basketball</td>
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<tr>
<td>Basketball</td>
<td>Beach Volleyball</td>
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<td>Cross Country</td>
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Ex-officio members, the athletic department liaison, and the athletic department sponsor.

HBU Student-Athlete Advisory Committee (SAAC) Governing Principles

Article I - Mission Statement:
The HBU Student-Athlete Advisory Committee’s purpose is to provide a vehicle that promotes communication between student-athletes and the athletics administration, between each athletic team in the department and within the university campus student body and faculty. It will seek to improve the environment of the student-athletes, portraying a positive student-athlete image among students, faculty and the community.

Article II - Composition:
The SAAC committee members will be chosen by the coach and the existing member of the team’s representative on the committee. The committee feels it is important, but not imperative that members of the committee be represented by student-athletes from each classification, from sophomore and above, trying to avoid placing freshmen on the committee, unless it is unavoidable. The number of representatives per team will be based on the total number of individuals on the team.
Standard representation ratio is 1:15.
Election of a President and Vice President.
Committee secretary and treasurer will also be appointed and voted on by the members.
Elections will be conducted at the end of each spring semester for all leadership positions.

**Article III - Meetings:**
Meetings will take place twice a month at the minimum and more if need be. A schedule of meeting times will be decided and voted on at the first meeting of each semester.

**Article IV - Absentee Policy:**
Individual members of the SAAC committee cannot miss more than two meetings during the course of the year, unless excused for academic or athletic reasons. Those who miss more than the allotted times will risk being replaced on the committee.

**Article V - Projects:**
The committee feel it is important to provide community service projects for each individual team as well as one per semester as a whole athletic department.

**Article VI - Role:**
The SAAC is an advisory committee in nature and may recommend policy to the Athletic Administration when appropriate. In order to make formal recommendations a motion must be made, seconded and approved by at least a 3/4 majority of those members present and there must be at least a majority present of the membership for the vote to take place.

**XXV. PUBLIC RELATIONS**

One of the most effective public relations tools available to a university is its athletic department. No other section of the university generates as much ongoing public interest and comment as its athletic teams, coaches and individual athletes. When positive things happen to our teams, a positive aura is created for our school.

**Definition**
Good public relations transcends good media relations. That is only a fraction of what we hope to achieve. Rather, good public relations begin with good personal relations, be it with fellow students, professors, coaches and other athletic staff members, or teammates. Relationships with these “publics” can be an initial step in determining the degree of a student-athlete's future success. Student-athletes are now and forever identified as an HBU Student-Athlete. That label is an integral part of the student-athlete, beginning here on campus and extending on in to professional and personal lives thereafter.

**Media Relations**
Beyond the immediate university community, student-athletes and their coaches are the most visible representatives of the university. The reason is that student-athletes’ accomplishments, both good and bad, are reported regularly in the media. Successes and failures are constantly in the public eye, and how well individuals respond to media interest results directly in a public conception of HBU, its athletic programs and the individual student-athlete. The sports media has expanded tremendously in the last 15 years, and HBU will have more opportunities to showcase its programs on television, be it ESPN, Fox or local sports programs.

To say television and the internet have changed the role of media and how they cover sports is an understatement. Where the public once read the newspaper to find out what happened, fans already know the score since they watched an event on television or read about in on the Internet. A newspaper story must now supply information beyond the score,
details and statistics. As a result, student-athletes have more demand on their time for personal interviews with reporters. This more personal approach to journalism works to the advantage of HBU. The ability to communicate then becomes a major plus for the image of the university, the athletic department, and the student-athlete.

**Guidelines**
The special time demands placed upon students at HBU and especially athletes demand that some general guidelines be laid out. There may also be some specific guidelines relevant to individual sports, and those may be discussed by coaches in team meetings or within team rules.

1) No interviews can be given by student-athletes to any media, including campus media, unless it is first cleared through the Director of Athletic Media Relations or his assistants.
2) The personal phone numbers of student-athletes will not be published or generally distributed to the media. If a reporter may ask for a student-athlete to call or for their phone number, media relations will contact the student-athlete and request permission before responding to the request.
3) No interviews will be scheduled on the day of an athletic contest prior to participation. Following the contest, student-athletes may be asked for comments on individual and team performance.
4) Be positive and supportive of teammates, coaches and the university. Everyone in the department is making every effort possible to improve the performances and results of all our student-athletes and teams.
5) Remember that student-athletes represent HBU at all times. An individual's actions will always reflect on the university, team, coaches and family.

**Promotions/Advertising**
In certain instances, a student-athlete may be approached by a business concern for use as talent or models for commercial material (either via print or electronic media). Any involvement by a student-athlete in the promotion or marketing of a business or charitable concern may jeopardize eligibility to compete in intercollegiate athletics. NCAA regulations prohibit appearing in any material, or endorsing any product or charitable function while participating as a student-athlete. The only exception is for promotion of HBU's own athletic activities. For any questions about involvement with outside firms wanting to use a student-athlete's likeness or procure an endorsement, contact the compliance office.

**XXVI. INTERNET SOCIAL NETWORKING COMMUNITY SITES**

Internet sites such as Facebook, Twitter, Instagram, SnapChat and others provide individuals with an opportunity to interact with an extraordinarily expansive universe of new people and connect with current friends. Postings on personal profiles, groups and chat rooms are in the public domain and easily accessible by anyone, including reporters, parents, coaches, boosters, groupies, predators, employers and graduate school admissions officials. Even if intended to be seen by a private audience, information can be shared by those who access the page without the poster's knowledge or consent. Once information is posted, it can be retrieved by computer savvy individuals even after it has been deleted.

This has become a problem for student-athletes across the country. In some instances, student-athletes have posted inappropriate photographs and other content that ultimately led to disciplinary action against them, including dismissal from their team or school. Also, fans of opposing teams have downloaded information and used it to taunt or humiliate the athlete during a contest. In addition, the media may have been made aware of information posted on these sites and use it to scrutinize a student-athlete's behavior. Web sites of this nature also have been used by boosters at some schools which has led to improper contact by the boosters and ultimately cost the student-athlete his/her eligibility.

**Guidelines**
The following guidelines are intended to provide the framework for student-athletes to conduct themselves safely and responsibly in an on-line environment. As a student-athlete at HBU you should:
1. Be careful with how much and what kind of identifying information you post on social network sites. It is unwise to make available information such as full date of birth, social security number, address, on campus room number, phone number, class schedules, bank account information, or details about your daily routine. All can facilitate identity theft or stalking. Sites provide numerous privacy settings for information contained in its pages; use these settings to protect private information.

2. Be aware that potential current and future employers often access information you place on on-line social network sites. You should think about any information you post or tweet potentially providing an image of you to a prospective employer. The information posted is considered public information. Protect yourself by maintaining a self-image that you can be proud of several years from now.

3. Do not respond to unsolicited e-mails asking for passwords, PIN numbers, or other sensitive information. Reputable businesses and persons do not ask for this information in e-mails.

4. Be sure to not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. Social network sites are not a place where you can say and do whatever you want without repercussions. Other content like texts or emails while not intended to be posted for public view can find their way online for all to see.

5. Do not publicize recruitment of PSA’s, including making any comment or reference to a PSA’s visit or commitment to HBU. Any current student-athlete who makes a public comment about a PSA’s recruitment has committed a NCAA violation and subjects that student-athlete, his or her team, and the PSA to NCAA penalties.

Prohibited Conduct
Student-athletes are highly visible representatives of the university and are expected to uphold the values and responsibilities of the University while meeting all requirements set forth by the conference, NCAA, HBU, and the University’s athletics department. The HBU Department of Athletics prohibits malicious and reckless behavior when utilizing public media outlets. It is important that student-athletes recognize the power of public media domains and the potentially negative image that they can portray about student-athletes, coaches, the athletics program, and the university.

The malicious use of on-line social networks or any public media domain shall not be tolerated by the HBU Department of Athletics and may result in disciplinary action. Such malicious uses include, but are not limited to:

1. Derogatory language and remarks about student-athletes or coaches; student-athletes, coaches, athletics administrators or representatives of other universities or colleges; HBU faculty or staff; or other athletics officials, administrators, or representatives.
2. Demeaning statements about or threats to any third party.
3. Incriminating photos or statements depicting violence, hazing, sexual harassment, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of an unreported felony theft or felony criminal damage to property.
6. Indicating knowledge of an unreported NCAA violation regardless if the violation was unintentional or intentional.

If a student-athlete is found to be inappropriately using an on-line social network, he or she will be in direct violation of this policy and subject to the appropriate sanctions administered by the university or the Athletics Department. The following sanctions and appeals procedures apply:

Sanctions
Any activity or language in violation of the above prohibitions, including first time offenses, is subject to investigation and possible sanction by HBU and/or the Athletics Department, as well as civil authorities.

Sanctions imposed by the Director of Athletics on student-athletes may include, but are not limited to, the following:
• Written notification from the Director of Athletics to the student-athlete outlining the policy and requiring that the unacceptable content be removed or the social network account be deactivated. Temporary suspension from the team until prescribed conditions are met.
• Counseling and/or education on social media use.
• Suspension from the team for a prescribed period.
• Indefinite suspension from the team.
• Dismissal from the team.
• Non-renewal of athletic grant-in-aid.

Teams may institute their own, stricter policies at their discretion.

Appeals
A student-athlete may appeal suspension/dismissal from the team or non-renewal of Grant-in-Aid. For these sanctions, the Director of Athletics will give notice in writing of the sanction, of the student-athlete right to appeal, and of the prescribed appeal process. The appeal process for suspension or dismissal from a team is handled by the HBU Athletic Council and outlined in the Student-Athlete Handbook. The appeal process for non-renewal of an athletic grant-in-aid is handled by the HBU Office of Financial Aid, in accordance with NCAA Bylaw 15.3.5.1.

XXVII. STUDENT ATHLETE APPEARANCES & CHARITY REQUESTS

NCAA regulations permit, under certain circumstances, a student-athlete’s involvement in campus and community charitable projects (e.g., sports skills) and/or appearance in educational projects (books, videos, articles, etc.). Any such participation requires prior approval of the Athletic Director or Assistant Athletic Director for Compliance and Academics and the signed release statement of the student-athlete and project promoter(s) that the project or event is within the guidelines of NCAA regulations. Additionally, while NCAA amateurism statutes prohibit the use of student-athlete’s name, picture or appearance for commercial purposes, under specific circumstances outlined in NCAA bylaws it is possible for student-athletes to take part in charitable work, noncommercial promotional events or skill instruction demonstrations, films or tapes. While most types of events or projects are permissible, it is important to have a clear understanding of exactly what will be taking place and how the student-athlete will be involved. The intent of NCAA regulations is to avoid using the student-athlete to promote a commercial enterprise.

Failure to comply with these regulations can result in the loss of eligibility and financial aid for the student-athlete. It should be noted that student-athletes who have completed their eligibility (e.g., senior volleyball players or cross-country runners in their final spring semester) but are still receiving financial aid continue to be subject to this regulation.

**The form for charitable events/promotions is available in the compliance office.

XXVIII. COMPLIMENTARY ADMISSIONS POLICY – FOR STUDENT-ATHLETES COMPETING IN A TICKETED EVENT

The following NCAA Bylaws govern complimentary admissions for student-athletes.

16.2.1.2. Division I Regulations
Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. “Hard tickets” shall not be issued. The institution shall be responsible for this administrative procedure, and the student-athlete’s eligibility shall be affected by involvement in action contrary to provisions of 16.2.1.1 (Institutional Events in the Student-Athlete’s Sport) - An institution may provide four complimentary admissions per home or away intercollegiate athletics event to a student-athlete in the sport in which the individual participates, either practices or competes, regardless of whether the student-athlete competes in the contest), and 16.2.2.1 (Sale of Complimentary Admissions - A
student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value.

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

To attend on-campus athletic events for a sport a student-athlete is not participating in, present a HBU Student ID at the designated student entrance. Without a HBU Student ID, student-athletes not competing will not be admitted. Please contact your coach or the Director of Tickets with any questions regarding complimentary admission policies and procedures.

XXIX. STUDENT-ATHLETE OUTSIDE COMPETITION POLICY

Anyone interested in competing on an outside team at any time must receive permission from the compliance department (available online or hard copy). The form must be completed and submitted to the compliance department prior to competing with any outside team. The compliance office will review the request and has the responsibility to confirm participation complies with NCAA regulations regarding expenses received, amateurism, and other applicable rules and may contact the team coach or coordinator. Student-athletes should not engage in any activities or receive any expenses/awards from any outside team without prior approval from the compliance department. Approval by the compliance department will help ensure collegiate eligibility is maintained.

Bylaws that govern outside competition include:

17.02.9 Outside Competition
Outside competition is athletics competition against any other athletics team (including an alumni team) that does not represent the intercollegiate athletics program of the same institution.

17.02.10 Outside Team
An outside team is any team that does not represent the intercollegiate athletics program of the member institution or a team that includes individuals other than eligible student-athletes of the member institution (e.g., members of the coaching staff, ineligible student-athletes, members of the faculty).

XXX. EXIT INTERVIEW POLICY AND PROCEDURE

A selected number of student athletes who have exhausted their eligibility will be asked to participate in an exit interview and survey. The interview and survey will be conducted by a faculty member chosen by the Provost, who is not a member of the athletic department. The survey will cover various aspects of student life as an athlete at HBU.

XXXI. AMATEUR STATUS/PROFESSIONAL STATUS

Student-athletes involvement with agents, those acting as agents, or anyone associated with an agency relationship is governed by NCAA, federal, and state law. If there are any questions regarding agents and preserving eligibility, or if an agent need information on how to get certified, contact Ted Seilheimer at tseilheimer@hbu.edu or 281-649-3046.

A. NCAA Regulations

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

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

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

Bylaw 12.3.4 Professional Sports Counseling Panel
It is permissible for an authorized institutional professional sports counseling panel to:

1. Advise a student-athlete about a future professional career.
2. Provide direction on securing a loan for the purpose of purchasing insurance against a disabling injury.
3. Review a proposed professional sports contract.
4. Meet with the student-athlete and representatives of professional teams.
5. Communicate directly with representatives of a professional athletics team to assist in securing a tryout with that team for a student athlete.
6. Assist the student-athlete in the selection of an agent by participating with the student-athlete in interviews and reviewing written materials.
7. Visit with player agents or representatives of professional athletics teams to assist the student-athlete in determining his or her market value.

Bylaw 12.3.4.1 Appointment by Chief Executive Officer
This panel shall consist of at least three persons appointed by the institution’s chief executive officer (or his or her designated representative from outside the athletic department).

Bylaw 12.3.4.2 Composition
No more than one panel member may be an athletics department staff member. All other panel members must be selected by the institution from among its full-time employees employed outside the athletic department. No institutional staff member who is a sports agent may be a member of the panel. All panel members shall be identified to the NCAA national office.

Amateur Status/Equipment & Apparel Items/Negotiations
An individual loses amateur status and, thus, shall not be eligible for intercollegiate competition in a particular sport if the individual:

1. Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport (e.g., receipt of payment from agents or for participation in exhibitions or postseason all-star contests).
2. Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation.
3. Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received.
4. Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based upon athletics skill or participation, except as permitted by NCAA
rules and regulations.
5. Competes on any professional athletics team and knows (or had reason to know) that the team is a professional athletics team, even if no pay or remuneration for expenses was received.
6. Enters into a professional draft (other than in the sport of basketball) or an agreement with an agent or other entity to negotiate a professional contract.

Equipment & Apparel Items
A student-athlete may not accept athletics equipment, supplies or clothing (e.g., tennis racquets, golf clubs, hockey sticks, balls, and shirts) from a manufacturer or commercial enterprise. Such items may be provided to the student-athlete's institution, to be used by the institution's team in accordance with accepted practices for issuance and retrieval of athletics equipment.

Professional Draft and Tryouts
1. Inquiry. An individual may inquire about eligibility for a professional-league player draft without affecting his or her amateur status.
2. Draft List. An individual loses amateur status in a particular sport when the individual asks to be placed on the draft list or supplemental draft list of a professional league in that sport, even though:
   a. The individual asks that his or her name be withdrawn from the draft list prior to the actual draft. Student-Athlete Requested to be on Supplemental Draft List - A student-athlete with eligibility remaining who requested that the National Football Leagues (NFL) include his name on a supplemental draft list, and who completed and returned a “Petition for Special Eligibility” to the NFL would be considered a professional, although the student-athlete received no confirmation of these arrangements from the league and subsequently withdrew his name from the draft list.
   b. The individual’s name remains on the list but he or she is not drafted.
   c. The individual is drafted but does not sign an agreement with any professional athletics team.
3. Exception -- Professional Basketball Draft. A student-athlete in the sport of basketball may enter a professional league’s draft one time during his or her collegiate career without jeopardizing eligibility in that sport, provided the student-athlete is not drafted by any team in that league and the student-athlete declares his or her intention in writing to the institution’s director of athletics to resume intercollegiate participation within 30 days after the draft. [Note: This regulation is effective for those student-athletes who declare in writing their intention to enter the NBA draft. Anyone interested in the eligibility status of a student-athlete who declares in writing his intention to enter the NBA draft should contact the NCAA for further information.]
4. Tryout Prior to Enrollment. A student-athlete remains eligible in a sport even though, prior to enrollment in a collegiate institution, the student-athlete may have tried out with a professional athletics team in a sport or received not more than one expense-paid visit from the any one professional organization in a sport, provided such a visit did not exceed 48 hours and any payment or compensation in connection with the visit was not in excess of actual and necessary expenses. A self-financed tryout may be for any length of time. Number of Professional Teams that may Provide Expenses for Tryouts per Bylaw - An individual student-athlete would be permitted to receive an expense-paid tryout in a particular sport from more than one professional team in a league without jeopardizing his or her eligibility in the sport; a student-athlete also would not be permitted to receive more than one expense-paid visit from the same professional team.
5. Tryout After Enrollment. A student-athlete shall not try out with a professional athletics team in a sport or permit a professional athletics team to conduct medical examinations during any part of the academic year (i.e., from the beginning of the fall term through completion of the spring term, including any intervening vacation period) while enrolled in a collegiate institution as a regular student in at least a minimum full-time academic load, unless the student-athlete has exhausted eligibility in that sport. The student-athlete may try out with a professional organization in a sport during the summer or during the academic year while not a full-time student, provided the student-athlete does not receive any form of expenses or other compensation from the professional organization.
   a. Outside Competition/Professional Tryout. A Division I student-athlete with remaining eligibility may compete on an outside team or tryout with a professional team at his or her own expense at the
conclusion of the student-athlete’s academic year (i.e., the student-athlete’s last examination of the spring term, as opposed to the institution’s last examination day).

6. Outside Competition Prohibited. During a tryout, an individual may not take part in any outside competition (games or scrimmages) as a representative of a professional team.

7. Timing and Testing of Student-Athletes. It would be permissible for a member institution to notify a professional organization of the date on which the timing and testing of student-athletes (as part of the regular practice session, physical education/fitness class, or off-season conditioning program session) is to be conducted. It is not permissible for a professional sports organization to assist in the planning or conduct of these sessions; also, a coach may not test only a select group of student-athletes during these sessions. Further, it is not permissible for a member institution to set aside a day prior to the beginning of spring practice to be used as a professional timing and testing day, in as much as such an arrangement would be contrary to out-of-season practice regulations and would constitute an impermissible tryout for student-athletes who have remaining eligibility.

B. FEDERAL ATHLETE AGENT ACT - SPORTS AGENT RESPONSIBILITY AND TRUST ACT OF 2004

1. Definitions
As used in this Act, the following definitions apply:

AGENCY CONTRACT – The term “agency contract” means an oral or written agreement in which a student-athlete authorizes a person to negotiate or solicit on behalf of the student-athlete a professional sports contract or an endorsement contract.

ATHLETE AGENT – The term “athlete agent” means an individual who enters into an agency contract with a student-athlete, or directly or indirectly recruits or solicits a student-athlete to enter into an agency contract and does not include a spouse, parent, sibling, grandparent, or guardian of such student-athlete, any legal counsel for purposes other than that of representative agency, or an individual acting solely on behalf of a professional sports team or professional sports organization.

ATHLETIC DIRECTOR – The term “athletic director” means an individual responsible for administering the athletic program of an educational institution or, in the case that such program is administered separately, the athletic program for male students or the athletic program for female students, as appropriate.


ENDORSEMENT CONTRACT – The term “endorsement contract” means an agreement under which a student-athlete is employed or receives consideration for the use by the other party of that individual’s person, name, image, or likeness in the promotion of any product, service, or event.

INTERCOLLEGIATE SPORT – The term “intercollegiate sport” means a sport played at the collegiate level for which eligibility requirements for participation by a student-athlete are established by a national association for the promotion or regulation of college athletics.

PROFESSIONAL SPORTS CONTRACT – The term “professional sports contract” means an agreement under which an individual is employed, or agrees to render services, as a player on a professional sports team, with a professional sports organization, or as a professional athlete.

STATE – The term “State” includes a State of the United States, the District of Columbia, Puerto Rico, the United States Virgin Islands, or any territory or insular possession subject to the jurisdiction of the United States.

STUDENT-ATHLETE – The term “student-athlete” means an individual who engages in, is eligible to engage in, or may be eligible in the future to engage in, any intercollegiate sport. An individual who is permanently ineligible to participate in a particular intercollegiate sport is not a student-athlete for purposes of that sport.

2. Regulation of Unfair and Deceptive Acts and Practices in Connection with the Contact between an Athlete Agent and Student-Athlete

a. CONDUCT PROHIBITED – It is unlawful for an athlete agent to –

(1) directly or indirectly recruit or solicit a student-athlete to enter into an agency contract, by –

(a) giving any false or misleading information or making a false promise or representation; or

(b) providing anything of value to a student-athlete or anyone associated with the student-athlete
before the student-athlete enters into an agency contract, including any consideration in the form of a loan, or acting in the capacity of a guarantor or co-guarantor for any debt;
(2) enter into an agency contract with a student-athlete without providing the student-athlete with the disclosure document described in subsection (b); or
(3) predate or postdate an agency contract.

3. Required Disclosure by Athlete Agents to Student-Athlete
   a. IN GENERAL – In conjunction with the entering into of an agency contract, an athlete agent shall provide to the student-athlete, or, if the student-athlete is under the age of 18, to such student-athlete’s parent or legal guardian, a disclosure document that meets the requirements of this subsection. Such disclosure document is separate from and in addition to any disclosure which may be required under State law.
   b. SIGNATURE OF STUDENT-ATHLETE – The disclosure document must be signed by the student-athlete, or, if the student-athlete is under the age of 18, by such student-athlete’s parent or legal guardian, prior to entering into the agency contract.
   c. REQUIRED LANGUAGE – The disclosure document must contain, in close proximity to the signature of the student-athlete, or if the student-athlete is under the age of 18, the signature of such student-athlete’s parent or legal guardian, a conspicuous notice in boldface type stating: “Warning to Student-Athlete: If you agree orally or in writing to be represented by an agent now or in the future you may lose your eligibility to compete as a student-athlete in your sport. Within 72 hours after entering into this contract or before the next athletic event in which you are eligible to participate, whichever occurs first, both you and the agent by whom you are agreeing to be represented must notify the athletic director of the educational institution at which you are enrolled, or other individual responsible for athletic programs at such educational institution, that you have entered into an agency contract.”
   d. ENFORCEMENT
      1. UNFAIR OR DECEPTIVE ACT OR PRACTICE – A violation of this Act shall be treated as a violation of a rule defining an unfair or deceptive act or practice prescribed under section 18(a)(1)(B) of the Federal Trade Commission Act (15 U.S.C. 57a(a)(1)(B)).

4. Actions by the Commission
   The Commission shall enforce this Act in the same manner, by the same means, and with the same jurisdiction, powers, and duties as though all applicable terms and provisions of the Federal Trade Commission Act (15 U.S.C.41 et seq.) were incorporated into and made a part of this Act.

5. Actions by States
   a. IN GENERAL –
      1. CIVIL ACTIONS – In any case in which the attorney general of a State has reason to believe that an interest of the residents of that State has been or is threatened or adversely affected by the engagement of any athlete agent in a practice that violates section 3 of this Act, the State may bring a civil action on behalf of the residents of the State in a district court of the United States of appropriate jurisdiction to –
         (a) enjoin that practice;
         (b) enforce compliance with this Act; or
         (c) obtain damage, restitution, or other compensation on behalf of residents of the State.

6. Protection of Educational Institution
   a. NOTICE REQUIRED – Within 72 hours after entering into an agency contract or before the next athletic event in which the student athlete may participate, whichever occurs first, the athlete agent and the student-athlete shall each inform the athletic director of the educational institution at which the student-athlete is enrolled, or other individual responsible for athletic programs at such educational institution, that the student-athlete has entered into an agency contract, and the athlete agent shall provide the athletic director with notice in writing of such a contract.
b. CIVIL REMEDY

(1) **IN GENERAL** – An educational institution has a right of action against an athlete agent for damages caused by a violation of this Act.

(2) **DAMAGES** – Damages of an educational institution may include and are limited to actual losses and expenses incurred because, as a result of the conduct of the athlete agent, the educational institution was injured by a violation of this Act or was penalized, disqualified, or suspended from participation in athletics by a national association for the promotion and regulation of athletics, by an athletic conference, or by reasonable, self-imposed disciplinary action taken to mitigate actions likely to be imposed by such an association or conference.

C. TEXAS ATHLETE AGENT ACT

The passage of Senate Bill 20 by the 70th Legislature created the Athlete Agent Act. This act was enacted in 1987 and has been adopted four times, with the last amendment occurring in 1997. The purpose of the Act is to regulate the relationship between an athlete and that person who would act as his/her agent. Further, the Act provides that notice shall be given to the institution of any such relationship formed between an agent and an athlete.

**Applicable Definitions**

**Athlete Agent** - A person that, for compensation directly or indirectly recruits or solicits an athlete to enter into an agent contract, professional sports services contract, or financial services contract, with that person, or another person, or that for a fee procures, or attempts to obtain employment for an athlete with a professional sports team.

**Agent Contract** - Any contract or agreement under which an athlete authorizes an athlete agent to negotiate or to solicit on behalf of the athlete with one or more professional sports teams for the employment of the athlete by one or more professional sports team.

**Financial Services Contract** - Any contract or agreement under which an athlete authorizes an athlete agent to provide financial services for the athlete, including the making and execution of investment and other financial decisions by the agent on behalf of the athlete.

**Personal Services Contract** - Execution by an athlete of a personal service contract with the owner or prospective owner of a professional sports team for the purpose of future athletic services is equivalent to employment with a professional sports team.

**Registration with the State of Texas**

An athlete agent must register with the Secretary of State before the agent may contact an athlete, either directly or indirectly, or enter into a contract with an athlete. This certificate of registration is good for only one year and must be applied for every year along with a $1,000 registration fee.

Before the issuance or renewal of a certificate of registration, an athlete agent must deposit with the Secretary of State a surety bond in the sum of $100,000. An athlete agent that enters into an agent contract only is not required to meet the bond requirements. The bond is in favor of the state for the benefit of an athlete who is damaged and must be obtained from a company authorized to do business as a surety of Texas. The recovery of damages is not limited to the amount of the bond.

**Areas of Governance by the Athlete Act**

**Contract** - The following regulations govern what must be contained in a contract.

1) Each contract must state the fees and percentages to be paid to the athlete agent.
2) Each registered athlete agent shall file with the Secretary of State a copy of each agent contract and financial services contract. Each contract must be on a form approved by the Secretary of State.
3) If the athlete is a student at an institution of higher education, the athlete agent must file a copy of the contract no later than the fifth day after which the athlete signs the contract with the athletic director of the institution.
4) The student athlete may rescind the contract by written notification to the athlete agent by the 16th day after...
the date of the contract was signed.

**Contact** - An athlete agent may contact an athlete only as provided by this act.

1) The athlete agent may send an athlete written materials relating to the professional credentials of the agent or to specific services offered by the agent, if the agent simultaneously sends an identical copy of the written materials to the athletic director of the institution of higher education in which the athlete is enrolled as a student or to the athletic director’s designee, in the case of HBU this would be the compliance director.

2) The athlete or the athlete’s parents or legal guardians may initiate contact with the athlete agent to arrange an interview to determine the agent’s professional proficiency in the representation of an athlete, in the marketing of the athlete’s athletic ability or reputation, or the provision of financial services by the agent on behalf of the athlete.

3) The athlete agent may not discuss the agent’s services with an athlete or the athlete’s parents or legal guardians until after the athlete has given notice of the proposed discussion to the HBU compliance director.

4) The Texas Athlete Agent Act requires each institution to designate a period not to exceed 30 consecutive business days to schedule student-athlete/agent interviews. HBU has designated a period during the spring term for such interviews, this period generally corresponding with the first two weeks of classes for the spring semester. After being contacted by either the agent or the athlete about a potential meeting, the HBU compliance director will arrange the date, time and location for such meeting. All meetings will take place in the presence of a third-party designated by HBU

**Prohibited Acts** - An athlete agent may not do any of the following.

1) Publish or cause to be published any false, fraudulent, or misleading information, representation, notice, or advertisement or give any false information or make any false promises or presentations concerning any employment to any person.

2) Divide fees with or receive compensation from a person exempt under this act or a professional sports league or franchise or its representative or employee.

3) Offer anything of value (i.e. any form of transportation) to induce the athlete to enter into an agreement by which the athlete agent will represent the athlete.

4) Enter into an agreement, written or oral, by which the athlete agent offers anything in return for the referral of any clients by that employee.

5) Except as otherwise provided by this act, directly contact an athlete who is participating in football or basketball until after completion of the athlete’s last intercollegiate contest and may not enter into an oral or written agreement that the athlete agent will represent the athlete before the athlete’s last intercollegiate contest.

**Civil Penalties**

1) An athlete agent who violates the Act may be assessed a civil penalty by the Secretary of State not to exceed $25,000.

2) An athlete agent who violates this act may be subject to forfeiture of any right of repayment for anything of value received by an athlete as an inducement to enter into any contract and a refund of any consideration paid to the athlete agent on the athlete’s behalf.

3) An athlete agent may also be subject to reasonable attorney’s fees and court costs incurred by an athlete in suing and recovering against an athlete agent.

4) If an athlete agent violates the Act, any contract with an athlete is void.

**Criminal Penalty**

An athlete agent commits a Class A misdemeanor offense if the agent intentionally or knowingly violates the Act or rule adopted under the Act.