

# Student-Athlete Handbook 2008-2009



## University of Maryland, Baltimore County

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This guide belongs to:

Name

Address

City, State, Zip

Phone

Email

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## Table of Contents

Greetings from Athletic Director.....	3
University of Maryland, Baltimore County Profile .....	4
Athletic Department Phone Numbers.....	5
Campus Phone Numbers .....	6
Department of Intercollegiate Athletics .....	7
Rights and Responsibilities of Student-Athletes .....	8
NCAA Rules.....	9
Student-Athlete Code of Behavior .....	9
Academic Integrity.....	10
Expectations of Student-Athletes .....	11
Academic and Athletic Eligibility .....	13
Academic Center for Student-Athletes .....	15
Excell Program .....	16
Tutoring Program .....	16
CHAMPS/Life Skills Program .....	17
Community Outreach Program.....	17
Student-Athlete Advisory Council.....	18
Laptop Policy.....	18
Athletic Grants Sub-Committee .....	18
Athletic and Other Financial Aid Concerns .....	18
Sports Medicine.....	26
Sports Communications Services .....	36
Student Affairs/Services .....	38
Special Policies and Regulations.....	40
Extra Benefits.....	40
Sexual Harassment .....	41
Alcohol/Substance Abuse.....	41
Tobacco Products.....	42
Gambling.....	43
Hazing .....	43
Agents.....	44
Employment .....	46

## Letter from the Athletic Director

Dear Retriever Student Athletes,

Welcome to the UMBC Department of Athletics. You are about to begin your experience as an NCAA Division I college student-athlete. It takes a very special person to make the commitment to participate at this level while balancing your experiences with academics and a social life.

Your success will depend upon various factors including your ability to balance your responsibilities and dealing with the pressures put upon you. Your ability to meet each of the challenges in your future will determine your success.

As Director of Athletics, a former coach, and a student-athlete, I am very familiar with what it takes to succeed. Our administrative staff, coaches, and counselors are here to help support your growth and development. Utilize our years of experience by visiting us and make the most of our resources to help reach your goals. Enjoy our new facility upgrades, including our new outdoor locker room complex, "The Dawg House".

I encourage you to read this handbook and familiarize yourself with our university, department, and conference rules. Become aware of the University's and Athletic Department's resources that are here to assist you. We are all here to help you.

Our program has won more than 35 conference titles in the past 10 years and our student-athletes have achieved great academic success. You're now a part of a winning tradition in both the classroom and in athletic competition.

Good Luck and Go Retrievers!

Dr. Charles Brown  
Athletic Director

## UNIVERSITY OF MARYLAND BALTIMORE COUNTY: A PROFILE

**Affiliation:** UMBC is one of eleven colleges in the University of Maryland System, and one of five that share the University of Maryland name, but none is a branch of any other. UMBC is a separate university, with separate academic programs, separate athletic teams and separate admission standards.

**Goal:** UMBC's overriding goal is to become recognized as the best research university of its size in the country. It will achieve this goal by combining the flexibility of limited size (circa 12,000 enrollment) and the strategic importance of its location, with the advantage of its youth, which has enabled it to assemble a superb research faculty recruited in a favorable market of the last twenty years.

**Location:** UMBC is located in a spacious, suburban setting, just six miles from downtown Baltimore, and 32 miles from Washington D.C., allowing the students to benefit from the many recreational, cultural, employment and internship opportunities in the area. UMBC's modern, 550 acre, hillside campus is conducive to helping the student achieve both academic and social goals.

**Enrollment:** There are currently 12,000 undergraduate and graduate students, 53% men, 47% women, including students from 49 states and 105 countries.

**Housing:** The six residence halls and four apartment complexes are fully carpeted and furnished. Each residence hall is co-ed with men and women living either on alternate floors or in alternate suites. Each apartment accommodates four students, and each resident has his or her own bedroom.

**Faculty:** UMBC provides an excellent education, based on time-honored liberal arts traditions, yet enlivened by innovative programs and technologies. The majority of professors at UMBC were educated at institutions considered among the best in the country - and best in the world. Their academic reputations are not only national, but also international. They are involved in groundbreaking research, but they also share their passion for learning with undergraduates in the classroom.

**Opportunities:** UMBC is a Ph.D. granting, research university. We offer the most advanced degrees awarded by American institutions, in areas ranging from psychology to marine/estuarine/environmental sciences. While research is important, our emphasis is on undergraduate education. Many undergraduate students are involved in faculty research projects, a distinct advantage even if you do not plan to go on to advanced study.

#### **ATHLETIC DEPARTMENT STAFF & COACHES**

**Director of Athletics,** Dr. Charles Brown, RAC, x52207  
**Sr. Assoc. AD/Compliance/SWA,** Kathy Zerlaut, RAC, x52012  
**Sr. Assoc. AD,** Gary Wohlstetter, RAC, x52638  
**Assoc. AD/Communication,** Steven Levy, RAC, x52197  
**Assoc. AD/Marketing,** Tom Maier, RAC, x52198  
**Asst. AD/Business & Finance,** Mike Morgan, RAC, x53164  
**Asst. AD/Development,** Kevin Gibbons-O'Neill, RAC, x51532  
**Asst. AD/Facilities/Operations,** Sam Williams, RAC, x53083  
**Asst. AD/PE & Recreation,** Mike D'Archangelo, RAC, x52118  
**Director of Academic Services for Student-Athletes,** Jessica Hammond, RAC, x52290  
**Director of Aquatics,** Chad Cradock, RAC, x52670  
**Director of Club Sports,** Brianne Dey, RAC, x56883  
**Director of Sports Medicine,** Cindy Kubiet, RAC, x52123  
**Community Outreach Coordinator,** Kelly Fahey, RAC, x53389  
**Equipment Manager,** Ian Carmen, RAC, x56352  
**Executive Assistant,** Debbie Matthews, RAC, x53137  
**Head Grounds Keeper,** Amy Fleming

<u>ACTIVITY</u>	<u>COACH</u>	<u>PHONE</u>	<u>BLDG/ROOM</u>
Baseball	John Jancuska	2239	RAC 305
Basketball (m)	Randy Monroe	3864	RAC 300
Basketball (w)	Phil Stern	3279	RAC 302
Cheerleading	Takmesha Richards		
Dance Team	Susan Barker	2198	RAC
Lacrosse (m)	Don Zimmerman	1323	RAC 211
Lacrosse (w)	Courtney Connor	6355	RAC 213
Pep Band	Jari Villianueva	2198	RAC

Recreation	Michael D'Archangelo	2638	RAC538
Soccer (m)	Pete Caringi	3003	RAC 304
Soccer (w)	Alyssa Radu	2013	RAC 308
Softball	Joe French	3241	RAC 306
Student-Trainers	Cindy Kubiet	2123	RAC 112
Swimming (m & w)	Chad Cradock	2670	RAC 125
Track & Field (m & w)	David Bobb	6588	RAC 310
Tennis	Keith Puryear	1327	RAC 312
Volleyball	Ian Blanchard	3241	RAC 303

### **CAMPUS PHONE NUMBERS**

Academic Services		3158	AS 102
Administration & Finance		2923	AD 925
Campus Card		x22273	UC 1 <sup>st</sup> Fl
Career Development Center		2216	MP 204
Counseling Services		2472	MP 201A
Escort Services		5555	CP
Financial Aid & Scholarship		2387	L
Financial Services		3882	AD 302
Health Services		2542	EH
Learning Resource Center		3061	ACIV 420
Library		2232	
Parking Services		2551	PP
Registrar's Office		3158	T 107
Residential Life		2591	Erikson
Student Judicial Programs		2453	MP 222A
Student Support Services		3250	ACIV 420

### **DEPARTMENT of INTERCOLLEGIATE ATHLETICS**

Mission Statement

The Intercollegiate Athletic Program at the University of Maryland Baltimore County (UMBC) is an integral part of the education pattern of the University. Its objectives are consistent with the broad purposes of the institution at large and specifically aim to create an environment permitting the student to achieve success academically, athletically and socially.

A positive atmosphere is to be provided that will do the following:

- Promote a quality academic experience for the student-athletes.
- Offer a broad base of activities for participation of men and women in varsity intercollegiate athletics, which affirm the principles of gender equity and minority enhancement.
- Develop a program that is committed to the fundamental values of sportsmanship and ethical conduct for all those participating in the program as student-athletes and all those associated with the Athletic Department.
- Offer a program in athletics whose goals are to develop conference, regional and national prominence.
- Recruit high quality student-athletes for all of the varsity teams in concert with the University admissions standards and procedures.
- Provide a service to both the University community and general public.
- Participate primarily with other members of NCAA Division I so as to maintain appropriate competition levels in its sports programs.
- Participate within the framework of University, Conference and NCAA guidelines, rules and regulations.
- Finance the athletic programs as much as possible from revenues generated by the program itself and controlled by the University.

#### Memberships

The University of Maryland Baltimore, County Athletic Program is a member of the National Collegiate Athletic Association. The program is listed in Division I, along with other schools that do not offer football as an intercollegiate sport (Division I AAA). The program affiliated with the America East Conference and the Eastern Collegiate Athletic Conference. The Conference

headquarters are located in Boston, Massachusetts, and the telephone number is (617) 695-6369. The conference website is <http://www.americaeast.com>. The America East Conference offers championships in these UMBC sponsored sports:

MEN

Baseball  
Basketball  
Cross Country  
Lacrosse  
Soccer  
Swimming  
Tennis  
Indoor Track & Field  
Outdoor Track & Field

WOMEN

Basketball  
Cross Country  
Lacrosse  
Soccer  
Softball  
Swimming  
Tennis  
Indoor Track & Field  
Outdoor Track & Field  
Volleyball

**RIGHTS AND RESPONSIBILITIES OF STUDENT-ATHLETES**

RIGHTS - The University of Maryland, Baltimore County will provide you with academic tutors, counseling, emotional support services, athletic trainers, medical staff, assistance with housing, meals, financial aid, as well as all other services available to students attending the University.

Your academic and athletic success depends upon your awareness of certain expectations and your ability to meet them. You are encouraged to take advantage of all assistance programs and staff so that they may help you to make the most of your academic and athletic opportunities.

RESPONSIBILITIES - As a student-athlete, you have a responsibility to know and abide by all regulations and guidelines established by the NCAA, the America East Conference and The University of Maryland, Baltimore County. These regulations are in effect to provide all schools and athletes with safe and successful careers as student athletes. If you are aware of violations, or are involved in a violation of a regulation, report it to the athletic director immediately.

As a University of Maryland, Baltimore County student-athlete, we hope you are committed to yourself and the University, and desire to maintain good physical conditioning, to be conscientious, punctual and courteous when dealing with faculty, fellow students and University staff. Your willingness to strive for improvement in the classroom and on the playing field, trying at all times to represent the University in a positive and responsible manner, will result in a pleasant, productive and rewarding collegiate experience.

### **NCAA RULES**

You will be given a summary of NCAA rules to read, understand and sign. This statement is your word that you have not violated NCAA rules.

### **STUDENT-ATHLETE CODE OF BEHAVIOR**

- ◆ Every student-athlete associated with the UMBC Athletic Program must maintain high standards of courtesy, behavior, and integrity.
- ◆ Student-Athletes are subject to the same set of standards, rules and regulations set forth in the UMBC Judicial Code. Complaints referred to the Judicial Affairs Office will proceed in accordance with University policies. Any Administration resolution will be final and binding to all parties. Students on athletic scholarships who are found responsible for actions that have violated University or athletic department rules and regulations will have their grant reviewed by the Athletic Director. All participating athletes will have their future involvement with the Athletics Program reviewed.
- ◆ The Athletic Director will review violations of team and individual rules, set forth by each head coach. Suspensions and loss of grant can occur after review by the Athletic Director.

- ◆ Each head coach, annually, may provide a written set of rules and regulations for behavioral and individual responsibilities for team members.

## **ACADEMIC INTEGRITY**

### Student Rights and Responsibilities

Students share with coaches, faculty and administration the responsibilities for academic integrity. Students have the right of inquiry and expression in their courses without prejudice or bias. In addition, students have the right to know the requirements of their courses and to know the manner in which they will be evaluated and graded.

Students have the obligation to complete the requirements of their courses in the time and manner prescribed and to submit to evaluation of their work. Students have the right to be evaluated fairly and equitably in a manner appropriate to the course and its objectives.

Students must not submit as their own work any work, which has been prepared by others. Outside assistance in the preparation of this work, such as librarian assistance, tutorial assistance, typing assistance, or such assistance as may be specified or approved by the instructor is allowed.

Students should make all reasonable efforts to prevent the occurrence of academic dishonesty. They shall be their own example, encourage academic integrity and shall themselves refrain from acts of cheating and plagiarism or other acts of academic dishonesty.

When instances of academic dishonesty are suspected, students have the right and responsibility to bring this to the attention of the faculty or other appropriate authority.

### Institutional Responsibility

Campus or appropriate administrative units of the University of Maryland shall take appropriate measures to foster academic integrity in the classroom.

- ◆ Campus or appropriate administrative units shall take steps to define acts of academic dishonesty, to insure procedures for due process for students accused or suspected of dishonesty, and to impose appropriate sanctions on students guilty of acts of academic dishonesty.
- ◆ Campus or appropriate administrative units shall take steps to determine how admission or matriculation shall be affected by acts of academic dishonesty on another institution. No students suspended for disciplinary reasons at any campus of the University of Maryland shall be admitted to any other University of Maryland campus during the period of suspension.

## EXPECTATIONS OF STUDENT-ATHLETES

### Class Attendance

Student-Athletes are expected to attend all classes unless classes conflict with away games or away trips, or unless illness prevents them from attending class.

### Absences Due to Athletic Competition

The Academic Center for Student-Athletes will provide the student-athletes with official travel letters at the beginning of the semester they are in season. The student-athletes are required to give each of their instructors a copy of the letter and return the Travel Letter Response Sheet before the last day to add classes. If professors have concerns regarding missed class due to athletic contests, contact the Academic Center for Student-Athletes immediately.

Student-athletes who expect to miss an exam, mid-term or final exam because of a competition must notify the professor at least two weeks prior to the examination in order to reschedule the test. This allows the professor time to adjust his/her schedule and shows

the individual is a responsible student. Student-athletes with make-up work for a missed class are expected to have that work submitted within one week of the missed class.

#### Post Season Competition

If your team is involved in post-season competition, you are expected to follow these guidelines:

1. Notify each of your professors that you will be involved in post-season tournament play.
2. Get permission from each professor to make alternate arrangements for papers, examinations or other work.
3. Assume that you will be involved in the tournament until its completion so as to give yourself ample time to study for examinations.

The Academic Center for Student-Athletes will also notify your professors of your involvement in post-season competition. By following the guidelines listed above, you will insure that you will be given every opportunity to complete the requirements of each class within an extended time frame. If problems occur, please contact the Academic Center for Student-Athletes immediately.

#### Classroom Behavior

Student-Athletes are expected to attend every class, except when competing with the team. They should come to class prepared, on time and sit in the front of the class.

#### Computer/Internet Usage

The computers located in the Academic Center for Student-Athletes are for academic use only. Violation of this policy can result in removal/suspension from the Academic Center for Student-athletes. Similarly, if pictures of questionable behavior, such as underage drinking and hazing related activities, are located on facebook.com, myspace.com or similar websites, judicial sanctions can and will occur. Sanctions can range from community service, loss of scholarship and expulsion from UMBC. This behavior will not only affect the individual, but could also have serious implications for the team and the season.

### Amateur Status

According to the NCAA, a student-athlete is defined as an amateur if he/she has not committed one or more of the following acts:

1. Sign a contract or enters into any agreement with a professional team.
2. Compete with a professional team for compensation.
3. Contracts orally or in writing to be represented by an agent for the marketing of the student's athletic ability.
4. Participate in any athletic competition under an assumed name or otherwise with intent to deceive.
5. Engage for money, or other substantial consideration, in promotion wherein the usefulness or value arises chiefly from the publicity value of the name of the athlete rather than from the ability to perform.
6. All freshmen and junior college transfer students must complete the amateurism part of the clearinghouse.

To avoid any danger of losing NCAA eligibility or amateur status, a student-athlete should consult the Director of Athletics in the event a player's agent or any representative of professional sports makes a contact.

NCAA rules permit a student-athlete to play as a professional in one sport and participate as an amateur in another. However, once a student-athlete gains professional status in a sport, that student is prohibited from receiving athletic related financial aid.

### **ACADEMIC and ATHLETIC ELIGIBILITY**

#### Academic Eligibility

Please consult your UMBC Catalog for a complete listing of academic policies and requirements.

#### Athletic Eligibility

Freshman year, you must complete 24 semester hours of academic credit prior to the start of your second year. For each academic year, you must complete a minimum of 18 credits during the regular academic year of the previous 2 semesters.

For each regular academic term, you must earn 6 credits in order to be eligible to compete during the next regular academic term. Summer & winter hours cannot be used to fulfill this requirement.

You must also maintain the required minimum GPA after your freshman year. Winter hours may be used to regain the GPA minimum.

You may only have 6 credits of remedial (LRC or ESL) credits that may be utilized to satisfy the requirement of earning a minimum of 6 credits per semester. These credits must also be earned during the freshman year.

You will need to attain the following grade-point average:

Entering your 2<sup>nd</sup> year: 1.80

Entering your 3<sup>rd</sup> year: 1.90

Entering your 4<sup>th</sup> or beyond: 2.00

Satisfactory-Progress Fulfillment-of-Degree Requirements:

Complete 40% by the start of your 3<sup>rd</sup> year of enrollment

Complete 60% by the start of your 4<sup>th</sup> year of enrollment

Complete 80% by the start of your 5<sup>th</sup> year of enrollment

#### Academic Suspension or Dismissal

APPLIES TO ALL STUDENT-ATHLETES REGARDLESS OF DATE OF ENROLLMENT: In the event of academic suspension or dismissal, the student-athlete has the right to appeal the decision. If the athlete chooses to do so, they must meet with their Academic Advisor to discuss an academic plan of action.

#### Athletic Grants-In-Aid

In order to maintain an athletic grant-in-aid, the student-athlete must remain in good academic standing and meet all NCAA requirements. Student-athletes given the sanction of ACADEMIC SUSPENSION may forfeit their athletic grant.

#### International Students

The NCAA mandates that all new international student-athletes complete form 95-10, "General-Eligibility Form for International Student Athletes." This form must be completed prior to the start of your competition season in order to certify your eligibility.

International student-athletes (ISA) are responsible for checking in with the Office of International Education Services upon coming to UMBC. The ISA needs to be aware that US regulations require the completion of tax returns if they are receiving a full grant-in-aid.

There is a flagging system in place for international students in addition to the normal athlete flag preventing the student from dropping below 12 credits. If an ISA wishes to drop below 12 credits in a regular length semester, they must be cleared through both the Athletic Department and International Education Services.

### **ACADEMIC CENTER FOR STUDENT-ATHLETES**

The Academic Center for Student-Athletes (ACSA) is not only a place for student-athletes to study, it also serves as the liaison to several departments on campus. ACSA assists students with registration, financial aid, and career development, to name a few. It is located on the second floor of the RAC and is furnished with 12 computers, individual study carrels, tutoring space and a comprehensive resource area.

#### EXCELL Program

The athletic department offers the EXCELL academic support program to all new student-athletes (freshman/transfer), and returning students who are identified as needing additional academic support.

The EXCELL program was created to help the student-athlete learn and develop specific behaviors which, when assimilated, allow the student to take advantage of the classroom learning experience. These behaviors are:

- Regular, daily class attendance
- Complete assignments before they are due

- Develop clear, readable, understandable notes
- Develop and follow a study calendar

EXCELL students meet with an advisor up to five times per week, in the Academic Center for Student-Athletes. They review academic progress of the student, plan tutoring sessions, determine class status and evaluate the student's progress. The student must continually demonstrate that the learned skills and behaviors are being used. The focal point of the program is to introduce the student-athlete to appropriate learning skills and behaviors, concentrating on:

- Note Taking
- Textbook Reading
- Time Management
- Study Skills
- Decision Making
- Using Campus Resources

EXCELL creates an environment where student-athletes have the opportunity to grow and develop to their fullest academic and athletic potential. By providing coordinated academic, personal and social support, EXCELL reduces the chances that these students will not reach their full potential. The result is a success-oriented, achieving individual.

#### Tutoring Program

The Athletic Department tutoring program works in conjunction with the Learning Resource Center (LRC), located in Academic IV, Room 345, to optimize the tutoring pool. Tutors are available for 100 and 200 level courses and select upper level classes. Tutoring is available for all student-athletes in both individual and group tutoring sessions.

Student-athletes requesting individual tutors should meet with a staff member from ACSA and complete a Tutor Request Form. Student-athletes will be placed with a tutor in a timely manner either from the Athletic Department or the LRC tutoring pool. At the end of each tutoring session, the tutor will complete a Tutor Report Form commenting on the sessions, and recommend a

course of action. All tutoring sessions are once a week unless otherwise noted.

Group or content tutoring is also available for student-athletes. These sessions are held weekly in the RAC and the subjects vary from semester to semester. Please consult ACSA for a list of subjects, dates and times.

It is highly recommended that all student-athletes bring their textbooks, class notes and syllabus to every tutoring session. This will give the tutors a clear idea of the topics to be covered.

#### CHAMPS/Life Skills Program

In 1991, the NCAA Foundation initiated efforts to create a total development program for student-athletes. Through the collaborative efforts of the NCAA Foundation and the Division 1-A Athletics Directors' Association, the CHAMPS/Life Skills Program was created.

Every semester programs are offered to the student-athletes to encourage development in one of the five components of the program: academic excellence, athletic excellence, personal development, career development and community service. Eight programs a year are offered and student-athletes are required to attend three.

#### Community Outreach Program

The UMBC Athletics community Outreach Program is dedicated to promoting a positive relationship between the community and its athletic programs. The community outreach program, in conjunction with the CHAMPS/Life Skills program, stresses the importance of engaging student-athletes in programs that encourage emotional well-being, personal growth and decision-making skills for youth. The program was developed in 1993 with the intention of encouraging young people to value and appreciate education through athletics. All interested student-athletes should contact Kelly Fahey at x 53389.

### Student-Athlete Advisory Council

The Student-Athletic Advisory Council (SAAC) provides a forum for information and concerns to be shared between the athletic administration and student-athletes. SAAC provides leadership to assist athletes for the betterment of UMBC and the community. This organization is comprised of two representatives from each team, an executive board, and a staff advisor (Jessica Hammond at x52290)

#### **SAAC Executive Board:**

**President:** Melissa Book, Women's Basketball

**Vice President:** Uwem Eshietedoho, Men's Basketball

**Treasurer:** Matt Spadafora, Men's Basketball

**Secretary:** Kara Dorr, Women's Lacrosse

### Laptop Policy

The Academic Center for Student – Athletes has made available, laptops, to be borrowed for road trips. In order to obtain a laptop for a trip, simply fill out a "Laptop Borrowing Contract". A coach must sign off acknowledging that an Athletics laptop is being used on a trip, and submit it to ACSA in exchange for a laptop.

All laptops are for weekend borrowing and must be returned by the following Monday at noon. Special exceptions can be made if ACSA is notified in advance. Failure to comply with the borrowing agreement can result in the suspension of laptop borrowing privileges. Appropriate compensation for equipment will be made to ACSA in the event of damage or loss.

### Athletic Grants and Sub-Committees

This committee, a branch of the Athletics Policy Committee, reviews the athletic grant policies, and serves as the appeal board in those cases where athletic scholarships are removed.

## **ATHLETIC AND OTHER FINANCIAL AID CONCERNS**

### Athletic Summer/Winter School Grants

Summer School athletic aid is seen by UMBC as a supplement to the regular academic year. Keeping this in mind, scholarship student-athletes wishing to attend one or more of the summer sessions will not automatically be granted financial assistance. Student-athletes who plan to take summer courses and receive athletic financial assistance are expected to follow these guidelines:

1. Summer school athletic assistance is awarded based upon the percentage of athletic aid received during the academic year (i.e., half of a scholarship during the academic year equals partial assistance during the summer). Aid will be awarded in a percentage not to exceed that received during the academic year.
2. Under normal circumstances, summer school athletic assistance will be limited to the cost of 6 credits for the summer (1 summer session) along with room and board costs. Summer school assistance does not include books. Student-athletes who live within a 30 minute drive of UMBC will not be provided room & board, unless extraordinary circumstances exist.
3. Students who request summer school assistance must be enrolled full time throughout each term of the previous academic year in order to be eligible for assistance. Student-athletes are expected to carry to completion of a full time schedule, and are not to drop to a part-time status unless they have consulted with an Athletic Academic Advisor. NCAA guidelines permit freshman basketball student-athletes to attend summer school on campus, prior to the inception of the first full year in attendance.
4. There is no guarantee that aid will be awarded for summer school assistance if the student-athlete is not meeting satisfactory progress requirements or has consistently withdrawn from courses each semester
5. Student-athletes with incomplete grades or failures as a result of missing classes and not having those absences

cleared by an Athletic Academic Advisor may be denied summer school assistance.

6. Those student-athletes who have incompletes and have made no arrangements to complete the work will not be funded for summer school.
7. Summer school funds are limited and there is no guarantee that an award for summer school will be available for every applicant.

#### Summer/Winter School Grants Priority System

Summer school aid will be issued on a priority basis to those students who have the greatest academic need. Only in special circumstances will students be offered summer school assistance for more than two summers.

#### *Students Completing the Freshman Year*

24 or less earned credits, and having a 2.00 or less cumulative grade point average

#### *Upper Class Students Needing Credits/Quality Points to Earn Athletic Eligibility*

Students who have completed the sophomore or junior years and who need 6 or less credits and/or 18 or less quality points in order to retain athletic eligibility

#### *Graduating Seniors*

Students who have completed their athletic eligibility and need 9 or fewer credits to earn the degree

#### *Internships/Cooperative Experience/Student-Teaching*

Students planning to participate in an internship, cooperative experience or student teaching program in the next academic year and who expect that situation to conflict with participation in their sport. Written verification from the certifying department will be required.

#### *Special/Extenuating Circumstances*

Emergencies and other unforeseen circumstances that may warrant consideration of the student's receiving summer school financial aid

Procedures for Student-Athletes with Book Scholarships

Student-Athletes on book scholarship must pick up a Book Purchase Voucher from the Academic Center for Student-Athletes (ACSA). The form must be completed in the Center and signed by a staff member.

The voucher is to be submitted to the cashier of the UMBC Bookstore once all necessary course books have been located. Whenever possible, it is expected the student-athlete will purchase used books and not new ones. (The exceptions are those cases where there is a new version or edition of the text.) The student-athlete will return the pink receipt and the white and yellow copies of the Book Purchase Voucher.

If books are not available or new books have been ordered for the course, a new voucher can be obtained and taken to the Bookstore. You must have submitted the first Book Purchase Voucher and the pink receipt before a second voucher will be distributed.

If the student-athlete changes his/her schedule after purchasing the books, they must be returned to the Bookstore immediately.

Purchasing books for students not on a book scholarship is strictly prohibited, and will result in disciplinary action. The student – athlete will be billed for 100% of the books purchased and may forfeit their book scholarship.

At the end of the semester, student-athletes must retrieve the YELLOW copy of the Book Voucher Form from ACSA and return it and all books to the bookstore. The bookstore will keep the Book Voucher Form. If the bookstore does not buy back a book, it should be returned to the Academic Center for Student-Athletes.

All books should be returned to the bookstore or the Academic Center for Student-Athletes, if necessary, before 4:00 p.m. on the last day of exams for each semester. Student-Athletes will be

charged 25% for any late returns and 50% for any unreturned books. They may also forfeit the books portion of the athletic scholarship for the next semester.

Under no circumstances should books be left in or near the Academic Center for Student-Athletes without having them properly logged. Books returned and not logged that are subsequently lost, stolen or misplaced are the sole responsibility of the student-athlete.

#### NCAA Special Assistance Fund

The NCAA has created a fund to meet the financial needs of student-athletes with severe financial need. Any student-athlete who qualifies for Pell Grant money is eligible to receive money from the Special Assistance Fund. It is also available to international students who are receiving a full athletic grant-in-aid. The money received from this fund can be used in the following circumstances:

Medical expenses not covered by another insurance policy (institutional or personal) including: Hearing aids & Visual therapy as well as off campus psychological counseling, Travel expenses for student-athletes or parents for family emergencies, Purchase of expendable course supplies, Clothing, shoes and toiletries (up to \$500), and Rental of non-expendable course supplies.

Any money spent by the student-athlete must be accounted for by submitting receipts for purchases or services received. In order to comply with federal tax regulations, the money must be recorded as income for that year's tax report.

#### Athletics and Financial Aid Policy and Procedures

Competition for Federal financial aid funds is great. Each year there are far more eligible on-time applicants than there is money to fund that need. For every student who is funded who did not meet the application deadline, there are students who met the deadline who are inconvenienced. To avoid problems and confusion, student-athletes are to apply for aid as soon as possible. Funds for merit scholarships are finite and competition for that

money increases every year. Potential merit scholarship recipients must be identified as early as possible.

The Sr. Associate Athletic Director for Compliance handles inquiries on behalf of students. Periodically a list of prospective student-athletes is provided to the Financial Aid Office. This list is evaluated to determine the need qualifications of prospective students. The list of names is updated on a regular basis. Depending on the time period the Financial Aid Office will provide information such as:

- For the November and February Letter of Intent signing periods, an estimated need evaluation based upon the current year need analysis formula.
- After March 15th an estimated need evaluation based upon the actual year need analysis

Despite the provision of estimates of need, each student-athlete is responsible for submitting a FAFSA to CSS for processing. Student-athletes whose recruitment begins after March 1st are expected to complete a FAFSA to CSS. However, before it is submitted to CSS, a photocopy of the application should be submitted to the Financial Aid Office. All requests for financial aid information should be made as quickly as possible. Consideration will be given to various external (i.e., Federal Government) and internal (i.e., Administrative Computing) factors that impact on the Financial Aid Office's ability to provide up-to-date information. Student-athletes, like all other students, are expected to complete the FAF and send it to CSS for processing before March 1st.

#### Merit Scholarships

The Senior Associate Athletic Director for Compliance is also the liaison to the Scholarships Office. The Admissions Office provides a list of admitted prospective student-athletes who might reasonably qualify for merit aid. The list is sent to the Scholarships Office for evaluation. This list is updated on a regular basis.

**Reduction or cancellation of Athletic Financial Aid During Period of Award - NCAA Bylaw 15.3.4.1** - Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of award if the recipient:

- Renders himself or herself ineligible for intercollegiate competition; or
- Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
- Engages in serious misconduct warranting substantial disciplinary penalty; or
- Voluntarily withdraws from a sport for personal reasons. If the recipient withdraws from a sport for personal reasons the reduction or cancellation of aid may occur on or after the student-athlete voluntarily withdraws from the sport.

#### Renewals and Non-Renewals

**NCAA Bylaw 15.3.5.1** - The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. This institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport on which the aid was awarded the previous year whether the grant has been renewed for the ensuing academic year.

#### Student-Athlete Procedural Awareness

The Sr. Associate Athletic Director for Compliance meets with each team at the start of the academic year. At this meeting, student-athletes are given the UMBC Student-Athlete Handbook. Various sections of the handbook are reviewed, including student-athlete rights and responsibilities.

#### Scholarship Student-Athletes Who Quit a Team

The student-athlete must put his/her decision in writing to the coach or Director of Athletics. The coach will forward this information to the Athletic administration. If the student-athlete wishes to schedule an exit meeting with the Director, it is the athlete's responsibility to do so.

#### Removing an Athletic Grant

It is the responsibility of the student-athletes to conduct themselves in a manner befitting a UMBC Athletics representative. If the student fails to live up to their responsibilities in any of the following ways, they risk forfeiting all or part of their athletic grant-in-aid:

- Academically
- NCAA compliance
- Team regulations
- University regulations

A letter will be issued to the student-athlete regarding his/her right to an appeal.

#### Hearing Opportunity

**NCAA Bylaw 15.3.5.1.1** - If an institution decides not to renew or decides to reduce financial aid for the ensuing academic year, the institution shall inform the student-athlete that s/he may request an appeal hearing. The hearing committee shall be comprised of members outside the athletic department. The student-athlete shall make a written request through the Athletic Director. He will then immediately contact the chair of the appeals committee.

#### Transfer Releases

**NCAA Bylaw 13.1.1.3: Four-Year College Prospects.** An athletics staff member or other representative of the institution's interest shall not make contact with a student-athlete of another four-year institution directly or indirectly without first obtaining written permission of the first institution's athletic director (or an athletics representative designated by the athletics director), regardless of who makes the initial contact. If permission is not granted, the second institution shall not encourage transfer and in Divisions II, and I shall not provide financial assistance to the student-athlete until the student-athlete has attended the institution for one academic year. If permission is granted to contact the student-athlete, all applicable NCAA recruiting rules apply.

The final decision to grant permission for a student-athlete to speak with another institution or to grant a transfer release belongs to the Director of Athletics, not the coaching staff.

#### Hearing Opportunity

**NCAA Bylaw 13.1.1.3.1** – If institution denies student’s request to contact another school, the student may request an appeal hearing the procedure is the same as outlined under hearing opportunity on previous page.

#### *Student-Athletes Not Receiving an Athletic Grant-in-Aid*

These student-athletes will be granted permission to discuss the possibility of transfer, as UMBC Athletics has not made a financial commitment to these students, only if appropriate procedures/rules have been followed.

#### *Student-Athletes Receiving an Athletic Grant-in-Aid*

UMBC has made a financial commitment to these student-athletes and as such may be more selective in granting permission for other institutions to contact these student-athletes.

The coach will be informed of the possibility of transfer prior to any decision being made regarding the request by either the student-athlete or the institution.

Permission by the athletics administration will not be granted to speak with another institution when there appears to be evidence of “tampering” by that institution, or appropriate procedures have not been followed.

**Permission generally, will not be granted to local rivals or conference institutions, which UMBC regularly meets in competition, unless there are special considerations regarding educational, financial or family needs that, justify such a change.**

#### **SPORTS MEDICINE**

##### Sports Medicine Care & Insurance Procedures and Policies

The UMBC Sports Medicine Department seeks to provide comprehensive athletic training services for its student-athletes, including preventive services and education, first aid, treatment and physical rehabilitation. The main athletic training room is located adjacent to the RAC lobby. An additional facility is located in the locker room complex at the stadium.

### Medical Certification for Individual Student-Athlete Participation

The UMBC Athletics Department requires all student-athletes to complete a pre-participation medical evaluation prior to the student-athlete being permitted to attend any practice or strength and conditioning session, and/or competing in any intercollegiate athletic activities. Student-athletes have the responsibility to truthfully and fully disclose their medical history and to report any changes in their health to the sports medicine staff. The pre-participation medical evaluation **MUST** be administered by a UMBC Team Physician and/or his/her designee and must be completed on an annual basis. This screening process includes, but is not limited to:

1. Completion of the insurance information / authorization form
2. An enlarged photocopy of the front & back of **health insurance, prescription & dental card.**
3. Medical history completed annually
4. Immunizations Recommended include MMR; Hepatitis B; Diphtheria, tetanus; and meningitis.
5. **Physical exam form completed by family physician within 6 months before starting activity – freshman and transfers**
6. Completion of the consent agreements(*signed by guardian if under 18 yrs*)
7. FERPA voluntary consent for release of records(*signed by guardian if under 18 yrs*)
8. Completion of a **Use, Disclosure, & Release of Protected Health Information Authorization Form;** (*signed by guardian if under 18 yrs*)
9. Completion of a **Release of Information to America East Conference Authorization Form.**
10. Documentation from prescribing physician including standard assessment if using NCAA banned drugs (Ritalin or Adderall) for ADHD.

**The purpose of the screening is to document preexisting injuries, check recent injuries, cardiac exam and to schedule any needed therapy or further evaluation.**

Selected individuals may be required to complete additional tests and/or examinations as needed. Upon successful completion of the aforementioned pre-participation medical evaluation screening, the student-athlete will receive approval / certification from the UMBC Sports Medicine Department to be issued

equipment, and to participate in practice, strength and conditioning sessions, and/or competition.

If, for any reason, the student-athlete is not approved / certified for intercollegiate athletics participation, he/she will be notified by the UMBC Team Physician and/or a member of the UMBC Sports Medicine Department at the end of the pre-participation medical evaluation.

- Costs associated with any additional tests, consultations, and/or medical procedures needed to gain approval for participation will be sent to the student-athlete's primary health insurance for payment first.
- Costs not paid by the student-athlete's primary health insurance will be athlete's responsibility
- EKGs requested by UMBC's Team Physicians for screening purposes will be paid by the athletic department.

**No member of the UMBC Athletics Department will permit a student-athlete to participate, nor will the UMBC provide excess insurance coverage to any student-athlete who has not completed the pre-participation medical evaluation procedure.**

#### Exit Physical Examinations

A student-athlete with a current / ongoing injury sustained during the intercollegiate season must schedule an appointment with a member of the UMBC Sports Medicine Department, before or at the end of eligibility for the purpose of an **"Exit Physical Examination"**. This will include a review of all injuries received during participation that may require further medical attention. Any athlete no longer participating in a UMBC Sport must immediately notify the supervising athletic trainer of any medical attention needed. Failure to report injuries which require medical care will result in exclusion of coverage by UMBC's secondary insurance or payment by the Athletic Department.

#### Insurance Coverage of Student-Athletes

**ALL UMBC STUDENT-ATHLETES SHOULD BE COVERED BY SOME TYPE OF INDIVIDUAL HEALTH INSURANCE BEFORE PARTICIPATING IN ANY PRACTICE, GAME, AND/OR COMPETITION.** The student-athlete's insurance should cover athletic related injuries and/or illnesses, and shall be considered the **PRIMARY** insurance coverage for all athletic related injuries. The student-athlete must complete a Health Insurance Information / Authorization Form and supply a photocopy (front & back) of the health insurance card on a yearly basis or as changes in coverage occur. Most student-athletes can be covered by their parent's insurance. Many insurance companies require documentation of full-time student status each semester for dependents over the age of 21 and benefits often end for students at age 23. It is the responsibility of the student-athlete to obtain appropriate documentation of full-time status from the registrar's office. Any changes in insurance must be reported to the Sports Medicine Staff immediately.

The UMBC Athletics Department provides a **LIMITED ACCIDENT INSURANCE** program for its student-athletes. **THIS POLICY, HOWEVER, IS SECONDARY TO, OR IN EXCESS OF, PERSONAL FAMILY MEDICAL INSURANCE COVERAGE, AND covers only injuries resulting from the direct participation in the intercollegiate athletics program during the dates of the primary competitive season and designated off-seasons as approved by the Director of Athletics according to NCAA regulations.**

#### Limitations on Secondary Insurance Coverage

UMBC's medical and catastrophic insurance program will pay for the excess of the "Necessary" medical treatment up to the "Usual" and "Customary" charges for such expense incurred within 104 weeks (2 years) from the initial date of the injury/ illness/ accident during the student-athlete's intercollegiate career. The first expense must be incurred within sixty calendar days of the date of the injury / accident. The policy has a \$1000 disappearing deductible. Upon the completion of athletic eligibility the student-athlete will have three months to complete any delayed surgical procedures, as long as this falls within the 104 week limit.

#### Exclusions and Limitations

UMBC's secondary medical insurance policy **will not** apply to the situations indicated below. This list is not all-inclusive.

1. Intentional self-destruction or an attempt at it, or intentional self-inflicted injury while sane or insane.
2. Experimental procedures.
3. Cosmetic surgery or procedures unless directly related to an athletics related injury.

4. Hospital room and board charges in excess of the semi-private room rate unless hospitalized in an intensive care unit.
5. Injuries / illnesses that are a result of intramural, club sports, and recreational activities (non-intercollegiate activities), as well as training / conditioning activities that occur outside of the primary competitive season and designated off-season periods.
6. Injuries / illnesses that are recurrences of old injuries/ illnesses which were sustained before participation in the intercollegiate sports program.
7. Expenses for athletic injuries incurred after completion of the student-athlete's intercollegiate athletic eligibility.
8. Medical expenses beyond the limitations and exclusions of, or not covered by the UMBC Department of Athletics insurance policy.
9. Second opinions not approved by the Director of Sports Medicine

The importance of having some form of personal health insurance coverage cannot be overemphasized. Medical bills resulting from the aforementioned activities will be submitted to the student-athlete's primary medical insurance.

**Any unpaid balances are the responsibility of the student-athlete and/or the student-athlete's parent(s)/guardian(s).**

The Master Policy on file at the University contains all of the provisions, limitations, exclusions, and qualifications of the UMBC Athletics Department's insurance policy, some of which may not be included in this document. If any discrepancy exists between this brochure and the Policy, the Master Policy will govern and control the payment of benefits.

#### Compliance with Insurance Company Requests

It is the student-athlete's and his/her parent(s)/guardian(s) responsibility to understand the conditions that apply to their policy and comply with any requests for information, etc. from the primary insurance company. Any delinquent bills resulting in bad credit due to non-compliance with insurance company requests may be the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

If a student-athlete or his/her parent(s) /guardian(s) receives payment/reimbursement directly from their insurance company for athletic related injury/illness claims, the full account balance becomes the responsibility of the student-athlete and/or his/her parent(s) / guardian(s), until payment is turned over to the provider.

**HMOs:**

If a student-athlete's primary insurance is an HMO, the UMBC Sports Medicine Department strongly encourages the student-athlete and/or his/her parent(s) / guardian(s) to change the primary care physician (PCP) to a local physician such as University Health Services. (This process is referred to as "guesting" or "away from home care". This will allow the student-athlete to have a network of physicians in the Baltimore area, as well as better access to care. The UMBC Sports Medicine Staff can assist in this process.

#### Insurance Policy Changes

UMBC Sports Medicine Department must receive any changes to a health insurance policy as soon as they occur. If proper notification is not received, the UMBC Athletics Department will not be responsible for any delays in payment, collections notices, credit reports, etc. that occur. A copy of the new card must be submitted immediately.

#### Medical Bills

In the event that a student-athlete should receive a bill /statement for an injury / illness that occurred as a direct result of participation in intercollegiate athletics at UMBC, the student-athlete must submit the bill / statement and the corresponding insurance company's explanation of benefits to a UMBC within 6 months of the date of service. Bills not received in a timely manner may be the responsibility of the student-athlete and/or the student athlete's parent(s)/ guardian(s). This decision will be made at the discretion of the Director of Sports Medicine. **UMBC Department of Intercollegiate Athletics and/or the UMBC Sports Medicine Department WILL NOT be responsible for any delays in payment, collections notices, credit reports, etc. that occur due to bills not being submitted in a timely manner.** Submit all correspondence to:

UMBC Sports Medicine Department  
Attn: Insurance Coordinator  
RAC  
1000 Hilltop Circle  
Baltimore, MD 21250  
(410)455-2123  
Fax- (410) 455-1191

#### International Student-Athletes

In order to be enrolled in classes at any United States college or university, international students must prove that they have insurance that complies with standards set by the federal government. Proof of compliance with international

student insurance requirements must be made at the UMBC University Health Services in order to avoid deportation, exclusion from classes, and/or exclusion from participation in UMBC athletics.

Insurance requirements will vary depending on if the student qualifies for F-1 status or J-1 status.

***F-1 Students-***

All F-1 students must carry health insurance that meets specifications outlined by the United States Department of State (DOS). Failure of an F-1 student to carry health insurance will result in termination of the student's program and a report of the program termination to the United States Department of State. F-1 students must carry health insurance that provides for emergency medical evacuation and repatriation.

***J-1 Students-***

All J-1 students must carry health insurance for themselves and all J-2 dependents that meet specifications outlined by the United States Department of State (DOS). Failure of a J-1 student to carry health insurance will result in termination of the student's program and a report of the program termination to the United States Department of State.

UMBC automatically enrolls all international students in the UMBC Student Health Insurance Plan. However, student-athletes have the benefit of access to free on campus care by our team physicians and the services of certified athletic trainers. Considering the availability of care and the differences in the medical needs of the student-athlete versus the traditional international population, the athletic department has obtained approval to use the HTH Worldwide Insurance Services for student-athletes in place of the Student Health Insurance Plan.

International students may purchase the HTH Worldwide Insurance Services Policy online at (<http://www.hthstudents.com>). Information regarding enrollment is available from UMBC Sports Medicine Dept. Any insurance that is purchased by / for an international student-athlete must meet the following UMBC specifications-

- Maximum of \$100 deductible per accident or illness;
- Insurance must pay at least 75% of the covered medical expenses;
- Minimum of \$50,000.00 maximum coverage for each specific illness or injury;
- If a particular activity is a part of your Exchange Visitor program (e.g. intercollegiate athletics), then the insurance must cover injuries resulting from the student-athlete's participation in the activity;
- Minimum of \$7,500.00 in death benefits;
- Minimum of \$10,000.00 for medical evacuation & repatriation; and
- Policy must be backed by the full faith & credit of the student-athlete's home country government.
- Maximum of 12 months pre-existing condition exclusion.

If an international student-athlete is already covered by insurance that meets the requirements outlined above, he/she must provide written proof of coverage to the UMBC University Health Services. The information must be in **English** and should clearly specify the amount, period, and type of coverage, the deductible, the company rating, any co-payments, exclusions, and the policy concerning pre-existing conditions.

Student-athletes choosing HTH or other insurance compatible with US regulations (which has been approved by University Health Services) must waive out of the university's program. It is the responsibility of the student-athlete to complete the waiver form each semester. If the student-athlete does not submit a waiver of insurance, the charge for the University plan will appear on the student's university bill. The account will be charged one half the annual premium each fall and spring term but the charge does not necessarily appear at the same time as the tuition bill.

The aforementioned guidelines may not be exact in every situation and for every student-athlete. International insurance regulations are continually amended and changed by the U.S. government. The UMBC Sports Medicine Department will not be held responsible for changes that the University or government may make, and/or the student-athlete's failure to check the specific guidelines for their country or insurance company. It is the student-athlete's responsibility to make sure that they are in compliance with Federal, University of Maryland School System, and UMBC Department of Intercollegiate Athletics regulations at all times.

### Physician Referrals/Consultations

The UMBC Department of Intercollegiate Athletics and Sports Medicine Department has fostered positive relationships with many medical providers in the Baltimore area who have consistently provided high quality service to UMBC student-athletes. Our team physicians have extensive experience working with athletes at the collegiate and professional level of athletics. Student-athletes will be referred to these providers, unless extenuating circumstances necessitate a different provider. Student-athletes with HMO policies are strongly encouraged to have a local primary care physician (PCP), so that timely care can be given.

All student-athletes must be seen and evaluated a UMBC certified athletic trainer before a referral to a physician will be made. A member of the UMBC Sports Medicine Department must authorize and properly refer all student-athletes to see a physician or medical consultant, and/or for diagnostic tests. **If a student-athlete decides to see a physician and/or undergo a diagnostic test for the purpose of primary or Second Opinion WITHOUT prior authorization / referral from a member of the UMBC Sports Medicine Department, the student-athlete and/or the student athlete's parent(s) / guardian(s) will be financially responsible for any and all medical bills incurred.**

**Student-athletes may not return to participation following an injury or illness until released by a team physician or certified athletic trainer.**

### Injury / Illness Reporting Procedures

Any intercollegiate athletics participant who is injured / becomes ill must IMMEDIATELY report the injury / illness to a member of the UMBC Sports Medicine Department. Costs pertaining to an injury and/or illness not reported in a timely manner may be the responsibility of the student-athlete and/or his/her parent(s) / guardian(s).

### Non-Sport Related Injury / Illness Procedures

The UMBC Sports Medicine Department will not assume financial responsibility for injuries and illnesses that are not directly related to participation in the intercollegiate athletics program (e.g. colds, cough, flu, etc.). Flu shots for student athletes with chronic illness such as diabetes or asthma or winter sport athletes are recommended. If funding is available, these costs may be paid by athletic funds.

### UMBC University Health Center Procedures

UMBC's University Health Services is a Fee-for-Service provider. Charges for care will be submitted to your insurance company. Students covered by restrictive insurance plans (i.e. HMO, POS plans) may need to obtain a referral from their Primary Care Provider in order for charges to be covered. Any charges NOT covered by your insurance will be charged to the student-athlete's Bursar Account. UMBC University Health Services is an authorized provider for many insurances and will except the proper co-pay at the time of service by campus card or account billing.

#### Dental Injuries

Mouth guards are to be worn at all times by men's and women's lacrosse players as per NCAA rules. If a student-athlete sustains a dental injury while not wearing his/her mouth guard, he/she will be responsible for the dental bills. Individuals in other sports, provided with a mouth guard will be held to the same standard.

The UMBC Athletics Department and its medical and catastrophic insurance program WILL NOT assume financial responsibility for dental injuries, head and facial injuries, and/or mild traumatic brain injuries (concussions) if the student-athlete is not properly wearing his/her required mouthpiece at the time of injury or helmet. Medical bills associated with such injuries will be the sole responsibility of the student-athlete and/or his/her parent(s) / guardian(s).

#### Contact Lens Policy

UMBC Sports Medicine does not cover any contacts or glasses purchases unless usage caused by an athletically related injury.

#### Rehabilitation

Student-athlete will schedule rehab time with supervising athletic trainer. Compliance with rehab is required and failure to attend could result in removal of scholarship. If an injury or illness limits the ability of student-athlete to complete the weight training program, the Sports Medicine Staff will inform the Strength & Conditioning Coach. Lower extremity injury will not prevent student-athletes from upper body exercises and vice-versa. The athlete is expected to continue aerobic conditioning by cross training if unable to run per the directions of the Sport Medicine Staff.

#### "Out-of-town" Physical Therapy / Rehabilitation Procedures

At times, it may be necessary for a student-athlete to utilize an "out-of-town" physical therapy facility. In such situations, permission must be granted from the Director of Sports Medicine and/or his designee. Such referrals must come from a member of the UMBC Sports Medicine Department. **If a student-athlete decides to utilize physical therapy / rehabilitation services without the authorization of a member of the UMBC Sports Medicine Department, the student-athlete and/or the student athlete's parent(s) / guardian(s) will be financially responsible for any and all medical bills incurred.**

#### Medical Exception for use of NCAA Banned Drug

The NCAA list of banned drug classes is composed of substances that are generally reported to be performance enhancing and harmful to one's health. The NCAA bans performance enhancing drugs to protect student-athlete health and safety and ensure a level playing field, and it also recognizes that some of these substances may be legitimately used as medications to treat student-athletes with learning disabilities and other medical conditions.

Accordingly, the NCAA allows exceptions to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. **In all cases, a student-athlete, in conjunction with his or her physician, must document that other non-banned alternatives have been considered prior to requesting the medical exception for the use of a medication containing a banned substance.** For example, the most common medications used to treat ADHD are methylphenidate (Ritalin) and amphetamine (Adderall), which are banned under the NCAA class of stimulants.

In order for a student-athlete to be granted a medical exception for the use of a medication that contains a banned substance, the student-athlete must: Have declared the use of the substance to his or her athletics administrator responsible for keeping medical records; Provide documentation which can be a letter or copies of medical notes from the prescribing physician that documents how the diagnosis was reached, and that the student-athlete has a medical history demonstrating the need for regular use of such a drug, and other non-banned drugs have been failed to address the condition. The letter should contain information as to the diagnosis (including appropriate verification of the diagnosis), medical history and dosage information.

## **SPORTS COMMUNICATIONS SERVICES**

### Media Relations for Student-Athletes

A larger share of media coverage has arisen at UMBC due to our increased emphasis and success in Division I athletics. This coverage can be very positive for UMBC and its student-athletes. This increased coverage also means that administrators, coaches and student-athletes should carefully monitor what they say when speaking to the press. We must always try to show the university and its programs in a positive light.

1. Media coverage is an important aspect of intercollegiate athletics. Mutual cooperation and understanding must be maintained if the relationship is to remain positive. It is important to remain positive when responding to questions or in discussing the prospects of the team. Remember that at the time you are being interviewed, "You are the news", and that what you say has the weight of authority. Think about how what you are saying will reflect upon you, your team and the University. If you are uncomfortable with a question that is asked, a proper response might be, "I'd rather not discuss that subject." What is discussed behind closed (locker-room/office) doors should remain there.
2. It's easy to be cooperative with the media when you win. Anyone can say, "I played great...We played great... we are great." It's when you lose that it becomes difficult. Try to answer questions patiently and honestly. If you absolutely do not wish to speak with the press after a difficult game, be polite and respond, "I'd prefer not to discuss that."
3. It is very important to have good relations with the student press. They are not professionals, sometimes they do not know the details of the sports they are assigned to cover. Be patient and cordial at all times.
4. Do not agree to a telephone interview unless the Office Of Athletic Communications has coordinated arrangements.
5. If there is a problem with a certain member of the media, seek counsel with Athletic Communications personnel.

6. Look to the interview as a learning experience. Someday, there will be a person who may wish to hire you who will be firing questions at you. Not many other students get the opportunity to hone their communication skills. This is your chance -- take advantage of it.
7. More than half of the people who come in contact with UMBC do so through athletics. Impressions are made about you, your team, and your institution through interviews, feature stories, and how you handle yourself.

## **STUDENT AFFAIRS/SERVICES**

### Counseling Services

There is a counseling center located on campus (Math/PSYC 201), which is staffed, by licensed psychologists and social workers. The center provides sort-term individual and group counseling for personal, emotional, relationship, and vocational concerns. In addition, the center offers workshops in such topics as: Skills Training (i.e. Assertiveness or Anxiety), Personal Growth, Vocational Assessment, etc. Therapy provided individual or group sessions are strictly **confidential**.

### Housing On-Campus

Student-Athletes will live either in the residence halls or the apartments. The Athletic Department encourages all student-athletes involved in winter sports to contract for the apartments as soon as permissible, due to the closure of residence halls during the January term.

### *Walker Avenue Apartment Complex*

Student-athletes living in this facility need to be aware that:

- They need to sign a lease for either a nine or a twelve month term.
- They need to make rental payments per lease stipulations.
- Due to NCAA and financial aid regulations the Athletic department cannot fully fund rental costs.

Should you experience problems regarding your housing, you must resolve the problems through the established Residential Life procedures. The first step is to contact the RA on your floor or in your apartment building. If a solution cannot be resolved, you may still move after the room swap period, but only if you have followed all of the Residential Life procedures. Please inform your coach of your problems, so that you may be assisted in your endeavors.

The Office of Residential Life informs the Athletic Department of any problems being caused by student-athletes. Be aware that your coach will be informed if you are not following the rules regarding behavior in the residence halls.

Re-contracting occurs during the spring semester, usually in April, for the next academic year. In order to re-contract, you **must** have no outstanding bills. No matter what athletic grant money you may be receiving, you are responsible for the \$100 deposit. Re-contracting is based strictly on the number of academic credits (no institutional) earned by the conclusion of the preceding fall semester. If you are a freshman, you may have only 12 credits or less, if some are institutional credits. Residential Life takes the total number of credits for the group re-contracting together and divides it by the number of people in the group. The resulting average will determine your housing location.

#### Transitional Housing

This is the housing provided during August for those student-athletes needing it. In order to qualify for this housing, you must be living on campus during the regular academic year. Your coach determines which athletes will be housed as the cost is covered through the operating budget for that sport. Food allotments during this time are also determined by each coach.

#### Off-Campus Housing

If you are receiving a full athletic grant-in-aid, in order to live off campus during the academic school year, you **must** have the permission of your coach. If such permission is granted, your grant will be computed for the cost of living on campus with meals. It is your responsibility to see that the money given to you each

semester beyond tuition and fees is applied to your off-campus living expenses. If you mismanage your funds, you cannot receive additional funding from the athletic department.

Office of Residential Life (ORL) x 2591

The Residence Hall staff consists of the following staff members:

HD - Hall Director. Supervises student staff and is available to assist you with your transition to college life.

RD - Resident Director. Graduate student who lives in apartment area. Supervises staff in apartment area.

RA - Resident Assistant. Each floor or apartment building has one: They are available to assist you with questions or concerns.

MA - Maintenance Assistant. A student who is responsible for upkeep of residence hall or apartment area.

Every room has a phone and every hall has a laundry room. You must have a student ID to get in residence halls. If you lose a dorm key, contact ORL immediately.

Parking on Campus (M/P 202) x 2452

The Office of Commuter Affairs has the answers to your parking permit needs, and if you get a ticket, you appeal the fine there.

ID Card Replacement x 2100

Campus card is located on the first floor of the University Center and they will replace lost ID cards for a fee.

## **SPECIAL POLICIES AND REGULATIONS**

Extra Benefits

Accepting "extra benefits" from university officials, alumni or athletic boosters will cause you to lose some or all of your athletic eligibility. Examples of such "extras" are:

- Free or reduced travel fares and transportation expenses.
- Provision of an automobile by the university or by a "booster." This includes arranging loans to purchase or lease an automobile.
- Acceptance of tickets to professional events at no cost or less than face value cost.
- Acceptance of material or monetary benefits.

You **may** receive an occasional family meal from an institutional staff member of athletic interests if:

- The meal is provided in the individual's home.
- Meals are restricted to infrequent and special occasions. Transportation may be provided to attend such a meal by the individual hosting the meal.

The institution **may** provide reasonable local transportation to student-athletes on an occasional basis.

#### Sexual Harassment

At UMBC, we are committed to providing equal access and opportunity to all students, faculty and staff. Sexual harassment thwarts that commitment, and is against the law!

Student-Athletes may refer to the Student Conduct Code, or contact the Student Affairs Office (Room 319, UC) to resolve a complaint of faculty, staff or peer sexual harassment. If you remain unsatisfied with the outcome of the process, you may pursue further resolution through the Director of Human Relations, Adrienne Mercer, at x51607 or Room 703 in the Admin. Building.

#### Alcohol/Substance Abuse

*Alcohol* - The legal drinking age in the state of Maryland is 21. Those athletes under the age of 21 are expected to not violate the law. Those athletes who are of legal age are expected to be judicious in their consumption of alcohol.

Legal age athletes are **not** to provide alcohol to their underage teammates and friends. Underage athletes are also not to be encouraged or pressured into violating the law by their legal age teammates. Alcohol is not to be consumed when representing UMBC in any athletically related activities.

Alcohol is **not to be part of the recruitment activities of prospective athletes**. It is important that those student-athletes who are serving as hosts for visiting prospects take their roles in a serious fashion. This means that all social activities should be such that the prospect is not exposed to alcohol and/or drugs. The prospect's welfare is in the hands of the student host; this is a responsibility that should not be taken lightly.

*Illegal substances* – The possession, use or distribution of illegal substances shall be viewed as extremely dangerous. Violations of this kind may subject students to the most extreme sanctions, including suspension or expulsion from the University. UMBC student-athletes may be subject to random drug testing at the discretion of the Athletic Department.

*Performance enhancement substances* – The NCAA and the UMBC Athletic Department strongly opposes the use of banned substances and nutritional supplements, which may illegally enhance athletic performance. A list detailing these substances is distributed at the time the student signs the NCAA Student-Athlete Statement and Drug Testing Consent forms. Information is also available at [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) and at [www.ncaa.org](http://www.ncaa.org). Student-athletes are subject to random testing by the NCAA and the UMBC Athletic Department.

#### Tobacco Products

The NCAA bans the use of tobacco products during practice or games in NCAA competition.

### Gambling

The NCAA, the America East Conference and the University of Maryland, Baltimore County prohibit gambling in any form involving intercollegiate or professional athletics. Student-Athletes who violation this prohibition are subject to disciplinary action that can jeopardize that student-athletes athletic eligibility.

NCAA regulations stipulate that student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution; or
- Participate in any gambling activity that involves intercollegiate athletics through a bookmaker, a parlay card or any other method employed by organized gambling. (NCAA Bylaw 10.3)

### Hazing

As we start another season, it is important to understand that each student-athlete is expected to follow the Anti-Hazing Statue that is mandated by the Federal Government, the state of Maryland and UMBC. **Any form of team initiation that constitutes hazing will not be tolerated!!!! The leaders of such actions will find themselves facing the prospect of losing their athletic grant, being dismissed from the team, jeopardizing the future of that team, as well as facing potential disciplinary action on the part of the university.**

The statute states that:

"A person could be held responsible for any act which recklessly or intentionally subjected a person to the risk of serious bodily injury during an initiation process."

The Maryland court noted that it is clear that the Maryland legislature had intended to "curtail some very specific acts and situations that are widely known to be part of student initiations.

Those acts and situations include, but are not limited to the following:

- Paddling
- Beating
- Caning
- Sleep deprivation
- Deprivation of access to a restroom
- Excessive physical exercise
- Infliction of physical pain
- HUMILIATION
- FORCED CONSUMPTION OF ALCOHOL, DRUGS & FOODSTUFFS
- Subjection to extreme weather conditions
- Forced travel
- Exposure to wild animals

In the past there have been cases where our new athletes have been forced to dress in different types of attire; exercise in such attire in the middle of campus, drink alcohol or perform other forms of "team initiations" that could definitely be humiliating and life threatening. ***These actions will not be tolerated.***

#### Agents

##### *Identifying Agents:*

Anyone can be an agent. Most possess a law background and are honest, competent and fair. Unfortunately, there are other individuals who are trying to get into the business of representing athletes and handling their money strictly for their own personal profit. It is therefore important that you be cautious of being approached by anyone regarding a professional sports career. Please utilize the expertise of your coach and other University personnel in making this important decision. Before you select an agent, it is important that you be aware of the following:

##### *NCAA RULES:*

You shall be **ineligible** for participating in an intercollegiate sport if you ever have agreed (orally or in writing) to be represented by an agent for the purpose of marketing your athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be

deemed applicable to all sports, thus rendering you ineligible to participate in any NCAA sport.

You shall be **ineligible** if you enter into an agreement with an agent for representation in future professional sports negotiations that are to take place after you have completed your eligibility in that sport.

You shall be **ineligible** if you (or your relatives or friends) accept expenses or gifts of any kind from any person who wishes to represent you in marketing your athletics ability. (See section on extra benefits).

A coach or any other member of the athletics staff **may not** represent (directly or indirectly) you in the marketing of your abilities to an agent, a professional sports team or a professional sports organization.

**You may** secure legal counsel strictly for advice purposes regarding a proposed sports contract without rendering you ineligible. The person may not participate in any communication between you and the group proposing the contract. Such participation makes that person an agent, and renders you ineligible.

**You may** utilize the services of the UMBC Professional Sports Counseling Panel. This is a committee appointed by the President to help prospective professional athletes in planning their future. This group may assist you in reviewing proposed contracts, meeting with professional team representatives, selecting an agent, and determining your future market value.

**You may** be ineligible in the sport in which you have contracted with an agent but eligible in other UMBC sponsored sports if your professional contract is sport specific.

If you are a student-athlete in the sport of basketball, you may enter a professional league's draft one time during your collegiate career without jeopardizing your eligibility in that sport, provided that you declare your intention to resume intercollegiate participation within 30 days after the draft. This declaration of

intent must be in writing and on file with the Director of Athletics.

### Employment

Student-Athletes may work as long as they meet the following conditions:

- You must actually perform the work for which you are receiving payment.
- On-Campus employment will be subject to audit by the athletic department.
- **All** employment must be reported to the Associate Athletic Director for Compliance.
- **Fee-for Lesson Instruction.** A student athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for lesson basis, provided:
  - Institutional facilities are not used;
  - Playing lessons shall not be permitted;
  - The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided during any time of the year; and
  - The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity.
- A student athlete may be employed by his or her institution, by another institution, or by a private organization to work in a camp or clinic as a counselor, unless otherwise restricted by NCAA legislation (see NCAA Bylaw 13.13).