



2022-23

Student-Athlete Handbook



Champions in Classroom, Community
and Competition

This publication is available in alternate format by request. To request an alternate format, please contact the UIW Athletics Department at (210) 829-2722.

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Athletic Director Welcome

Cardinals,

To all the returning student-athletes, welcome back, and to all our new student-athletes, welcome to the Cardinal family! As we enter the new school year, I would be remiss not to mention the exceptional efforts of our returners this past year, completing the best year in UIW Division I history! I ask our student-athletes to be champions in the classroom, in the community, and in competition, and last year, our department answered the call. In the classroom, all-time high GPAs were set in both the fall (3.29) and spring (3.35) semesters. Collectively, the Cardinals completed over 6,500 community services hours and 850 professional development hours, both program records. We proved to be champions in competition by winning five conference championships (a program record) and capturing the Southland Conference Commissioner's Cup (awarded to top athletic department in the conference) for the first time in program history. It was truly an exceptional year!



Please know that our coaches, staff and entire University are working hard every day to provide each of you with a successful student-athlete experience. My charge for our department is to not only support your student-athlete experience, but to also continue to build champions in the classroom, in the community and in competition. We will do this while practicing our University core values of Faith, Innovation, Education, Service and Truth in all that we do. Furthermore, I ask you to consider one simple question in your decision making: are you doing the right thing for the right reasons? By considering this question and through practicing the UIW core values, there is no doubt in my mind that we will continue to be champions together.

Our founding Congregation, the Sisters of Charity of the Incarnate Word, came to San Antonio in 1869 to serve a community in need. As a department, we continue their legacy by serving the community and caring for one another. We will continue to carry out this mission and serve the community that supports us. The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization and the common good. We are thrilled to welcome each of you to the Nest.

We have raised our standards high, and now we must not let them fall. I know that no matter what challenges are on the horizon, we will overcome them together as #OneWord.

Go Cardinals!
Sincerely,

A handwritten signature in black ink, appearing to read "Richard Duran". The signature is fluid and cursive.

Richard Duran, Athletic Director

Purpose of this Handbook

This handbook was prepared to help serve as a resource guide for returning student-athletes and to help incoming student-athletes ease into University life. We intend to provide you with all the support necessary to succeed at UIW. It is the Athletics Department's intention to adhere, both in principle and in fact, to the rules and regulations of the University, the Southland Conference, the Mountain Pacific Sports Federation and the NCAA.

We advise you to take advantage of the information in the handbook. Use your contact directory and University resources. If you have any additional questions, the Athletics Department will always work to do its best to help with any academic, athletic, or personal problem.

UIW History & Mission

About UIW

With over 135 years of tradition, the University of the Incarnate Word in San Antonio, Texas is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God. UIW is the largest Catholic University in Texas and the fourth largest private University in Texas. With a beautiful main campus in San Antonio, UIW has locations throughout the city, and South and Central Texas as well as two campuses in Mexico and a European Study Center in Strasbourg, France. UIW was founded by and is a sponsored ministry of the Sisters of Charity of the Incarnate Word.

UIW is committed to shaping good minds of strong character that will expand our world. At the core of UIW's Mission is a commitment to social justice and community service. With a curriculum designed to broaden student's understanding of the needs of the world, men and women learn to become concerned and enlightened citizens, using their skills for a meaningful impact within the local and global community. Through programs offered at the undergraduate, graduate, and doctoral levels through 11 schools and colleges, students can positively influence countless industries and fields of study.

As a Hispanic-Serving Institution and Yellow Ribbon School, UIW proudly welcomes students of all backgrounds and supports them throughout their academic journeys.

UIW is the only Catholic NCAA Division 1 athletics program in the South and counts 14 sports and 23 men's and women's teams. As a proud member of the Southland Conference, UIW teams' model ethical sportsmanship and exemplary athleticism.

Our richness of tradition, strong bonds and storied history have given rise to a proud alumni base of more than 40,000 men and women across the world. Graduates go on to live the UIW Mission in their field, displaying exemplary work in arts, civic service, and professional accomplishments.

UIW Mission

The first Sisters of Charity of the Incarnate Word, three young French women motivated by the love of God and their recognition of God's presence in each person, came to San Antonio in 1869 to minister to the sick

and the poor. Their spirit of Christian service is perpetuated in the University of the Incarnate Word primarily through teaching and scholarship, encompassing research and artistic expression. Inspired by Judeo-Christian values, the Catholic Intellectual Tradition, and Catholic Social Teaching, the University of the Incarnate Word aims to educate men and women who will become concerned and enlightened citizens within the global community.

The University of the Incarnate Word is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God. Thus, through a liberal education the University cultivates the development of the whole person and values of life-long learning. To that end, faculty and students support each other in the search for and communication of truth, thoughtful innovation, care of the environment, community service, and social justice.

The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.

Core Values of the Mission

Education: The University educates men and women who will become concerned and enlightened citizens.

Truth: The faculty and students support one another in the search for the communication of truth.

Faith: The University is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God.

Service: The curriculum includes a global perspective and an emphasis on social justice and community service.

Innovation: The University is open to thoughtful innovation that serves the spiritual and material needs of people.

University Facts

President: Dr. Thomas M. Evans

Founded: 1881

Mascot: Cardinals

Colors: Red, Black, White

Affiliation: NCAA Division I



UIW Athletics Mission Statement

The University of the Incarnate Word Athletics Department, inspired by our Catholic values, seeks to holistically develop student-athletes as scholars, innovators and change makers. The athletics department strives to produce student-athletes, coaches and administrators who think critically, explore curiously, embrace their potential, and use their God given talents to positively impact the community and the world.

UIW Athletics Vision Statement

Achieve recognition in the state of Texas and across the nation as a premier Division I Catholic institution through academic excellence, competitive success and community leadership.

UIW Athletics Diversity Statement

University of the Incarnate Word (UIW) is a Catholic institution of higher education that understands diversity as a manifestation of God's creation; an integral component of the learning and coaching experience; and an essential element of the personal, spiritual, and professional development of each member of the UIW's athletic community.

UIW's Athletics Department commits to use inclusive excellence; that is, to undertake systemic actions to foster greater diversity, equity, inclusion, and accountability at all levels of student-athlete life.

Further, UIW's Athletics Department embraces, values, and promotes diversity and inclusion amongst its staff and student-athletes by cultivating an athletic and academic environment marked by genuine curiosity about different perspectives; receptivity to knowledge acquired through intercultural connections; and genuine sensitivity to a wide variety of experiences, both domestic and global.

Furthermore, UIW's Athletics Department strives to provide a safe and hospitable environment for the understanding, appreciation, and safe expression of differences related to race, ethnicity, gender, gender identity, sexual orientation, socio-economic class, physical abilities, age, religious background, national origin, marital status, parental status, educational background, political beliefs, and styles of learning.



Purpose and Objective of the UIW Athletics Department

Purpose

The purpose of the University of the Incarnate Word Athletics Department is to provide a variety of intercollegiate athletic and personal development opportunities for both men and women in such a manner that each student-athlete will have the optimum opportunity to develop his/her athletic potential while pursuing the completion of an academic degree and career ambitions. It is in the interest of the university that its student-athletes have the opportunity to participate on teams which are of championship character, and consistently compete for conference and regional championships and national championships.

Objective:

The basic objective of the UIW intercollegiate athletics program is as follows: Build champions in the classroom, community and competition.

Rules:

Do the right thing for the right reasons.

Roger Rule: treat *all* people with dignity and respect.

Department Non-Negotiables:

Truth, Manipulation and Self-service:

Truth: Act honestly in everything you do

Manipulation: Never manipulate. Always share the facts of the situation without concern for your self-interest.

Self-service: We are not here to serve ourselves; we are here to serve the greater good of the UIW community.



Problems & Concerns

Policy and Procedures for Student-Athlete Concerns

The University of the Incarnate Word (UIW) Athletics Department is committed to fostering a safe and competitive environment that promotes academic excellence, competitive excellence and personal development. Students are encouraged to voice their complaints and concerns in a manner that is respectful of the dignity of the individual, if any, who is the subject of the complaint. It is the policy of UIW that students with complaints are treated honestly and fairly, and that their complaints are handled in a timely manner with regard to resolution of the issue(s) presented. Any UIW student may express a concern or complaint by following these procedures. Please note that UIW explicitly prohibits any member of the UIW community from harassing or retaliating against students who file complaints.

First, a student-athlete always should address any concerns they may have with their coaching staff (either head coach or an assistant). If the issue cannot be resolved, the student-athlete should reach out to their sport administrator (see chart below).

Name	Title	Sport(s)	Contact Information
Richard Duran	Athletic Director	Men's Basketball Football	rduran@uiwtx.edu (210) 283-6968
DaShena Stevens	Deputy Athletic Director	Women's Basketball Men's Tennis	dqstevens@uiwtx.edu (210) 805-3095
Angela Lawson	Senior Associate Athletic Director of Academic Services/ Senior Woman Administrator	Artistic Swimming Men's Soccer Women's Soccer Softball Women's Tennis Volleyball	lawson@uiwtx.edu (210) 829-3827
Kenyon Spears	Associate Athletic Director for Administration and ADID	Baseball Men's and Women's Fencing Men's and Women's Golf Men's & Women's Swimming and Diving Men's and Women's Track and Field and Cross Country	kdspears@uiwtx.edu (210) 283-5052
Danielle DeCotis	Partnerships Coordinator	Cheer & Dance	decotis@uiwtx.edu (210) 805-2722

Next, if the issue is still not resolved, the student-athlete may make an appointment with the athletic director and/or the deputy athletic director.

Athletic Director: Richard Duran

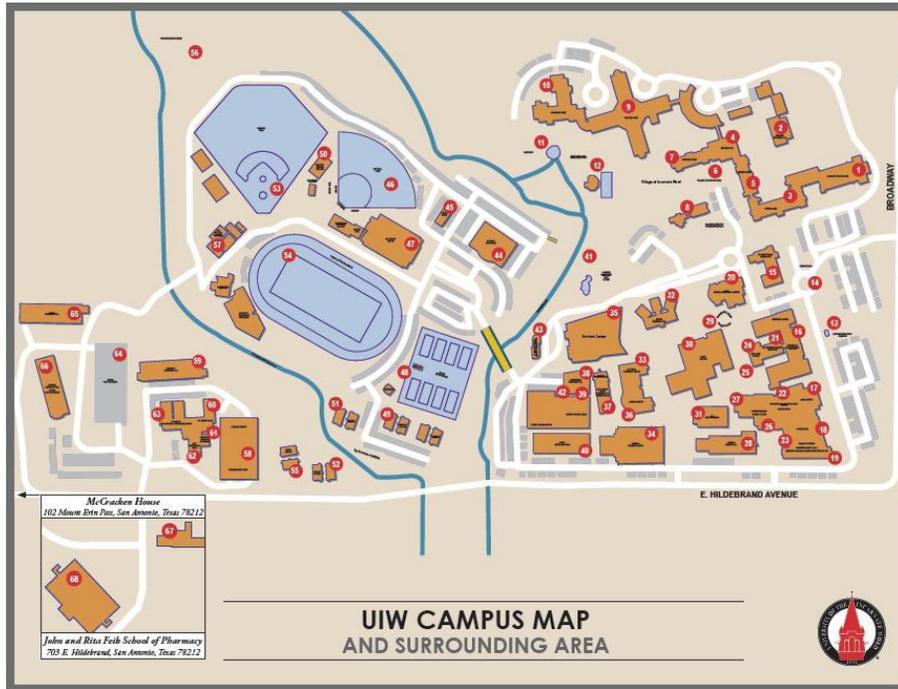
Deputy Athletic Director: DaShena Stevens

Lastly, if the concern involves academic issues (e.g. problems with a faculty member), the student-athlete may initiate the process with their athletic Academic Advisor, Assistant Director of Athletic Academic Advising (J.R. Pulido), or the Faculty Athletic Representative, Dr. J.T. Norris.

Name	Title	Contact Information
J.R. Pulido	Assistant Director of Athletic Academic	jpulido@uiwtx.edu
Kristen Bates	Athletics Academic Advisor	kbates@uiwtx.edu
Sydnee Palade	Athletics Academic Advisor	palade@uiwtx.edu
Main Advising		advising@uiwtx.edu

The University's student complaint policies and procedures are found in the UIW 2022-23 Student Handbook at <https://my.uiw.edu/student-advocacy-and-accountability/student-accountability/student-handbook.html>

Campus Map



UIW CAMPUS MAP & SURROUNDING AREA

- | | | |
|--|---|---|
| 1. Incarnate Word Chapel ** | 26. Coates Theatre (EHMT) | 43. Buckley-Mitchell Advancement Center (BUCMIT) |
| 2. CHRISTUS Heritage Room * | 27. Cheever Theatre (EHMT) | 44. Bishop Natatorium (NATA) |
| 3. Pierre House * | 28. Bonilla Science Hall (BSH) | 45. Solar House |
| 4. Dubuis House * | 29. The Marjorie Jordan Carillon Plaza | 46. Softball Field |
| 5. Madeline House * | 30. Mabey Library, McCreeles Art Gallery, Counseling (LIBR) | 47. McDermott Center, offices (2 nd floor) (CONV) |
| 6. Village at Incarnate Word * | 31. AT&T Science Center (AT&T) | 48. Mabry Tennis Center |
| 7. Alphonse House * | 32. Dubuis Residence Hall | 49. Village of Avoca: Dowling Avoca A, Escobar Avoca B (A&B) |
| 8. George Washington Brackenridge Villa ** | 33. Slattery Leadership Center, Office of the Provost | 50. Sullivan Ceramic Studio |
| 9. DeMatel House * | 34. Cervera Wellness Center (WC) | 51. Village of Avoca: Smiley Avoca C |
| 10. Angeliqe House * | 35. Student Engagement Center: 1 st level-Concourse Dining, Cardinal Shoppe (upper); 2 nd level-Student Organization Complex, Meeting Rooms; 3 rd level-Veterans Affairs, Career Services, Campus Engagements, SGA Offices, Graduate Assistants, Writing & Learning Center, Tutoring Services, Sodeco, CAB Activities, Greek Life, Lounge, All Faiths Reflection Room, University Advising Lab, University Advising Center, TRIO, Offices; Basement-Red's, Cardinal Shoppe (lower), Post Office, Help Desk; Mezzanine-Ballroom | 52. Village of Avoca: Molloy Avoca D |
| 11. Blue Hole * | | 53. Sullivan Field |
| 12. Picnic Area/Sand Volleyball Courts | | 54. Benson Stadium |
| 13. Bernard O'Halloran Garden | | 55. Village of Avoca: Hayes Avoca E |
| 14. Mission Plaza | | 56. Practice Soccer Fields |
| 15. Incarnate Word Generalate ** | | 57. Practice Infield |
| 16. Admissions Center
Columbille Administration Building
Admissions Center, Registrar, Business Office, Campus Ministry, Etting Center, Paul R. Dabier Academic Computer Center, Ashe-Bowie-White Teleconferencing Center (AD) | 36. Gorman Business and Education Center, Drexler School of Education H-E-B School of Business (GB) | 58. McCombs Center: Housing/Rosenberg Sky Room, Java on the Hill |
| 17. Bernack Music Center | 37. Residence Halls, Sr. Clement Eagan Residence Hall, Campus Police | 59. Residence Halls, Hillside Residence Hall |
| 18. Concerts Hall | 38. Agnes-Sosa Residence Hall | 60. Residence Halls, St. Joseph's Hall |
| 19. Fine Arts Complex (FA) | 39. Center for Well-Being | 61. Henriette Leonard Auditorium |
| 20. Joyce Design & Technology Center (JB) | 40. Frank Nursing Building (NB) | 62. AT&T Conference Room |
| 21. St. Antoninus Buckley Courtyard | 41. Lourdes Grotto and Angel of Hope Statue | 63. Grossman International Conference Center, Dining Services (ICC) |
| 22. Maureen Halligan-Ronald Ibb Theatre and Dance Center (HIT) | 42. Student Health Center | 64. Ancira Parking Tower |
| 23. Kelo Art Center (FA) | | 65. Residence Halls, Joeris Residence Hall |
| 24. Financial Aid (1 st floor) (CHAPEL) | | 66. Residence Halls, Skyview Residence Hall, Ancira Parking Garage |
| 25. Our Lady's Chapel (CHAPEL) | | 67. McCracken House |
| | | 68. Feik School of Pharmacy (ESOP) |



Incarnate Word High School
727 E Hildebrand Ave.
San Antonio, TX 78212
(not indicated on map)



St. Anthony's High School
3200 McCallough Ave.
San Antonio, Texas 78212
(not indicated on map)



A MEMBER OF THE
UNIVERSITY OF THE
SISTERS OF CHARITY OF
INCARNATE WORD



This publication is available in alternate formats by request. To request an alternate format, please contact Admissions at 829-6005. 9/17

* Village at Incarnate Word

** Headquarters Secretary

** grounds of the Generalate

Campus Resources

<p>Athletics Academic Advising (JR Pulido) Student Center, 3120 Jpulido@uiwtx.edu 210-283-6328</p>	<p>Athletics Academic Advising (Kristen Bates) Student Center, 3120 Kbates@uiwtx.edu 210-283-6338</p>	<p>Athletics Academic Advising (Sydney Palade) Student Center, 3120 Palade@uiwtx.edu 210-283-6337</p>
<p>Athletics Compliance (Tony Dollison) Natatorium 104 Dollison@uiwtx.edu 210-283-6381</p>	<p>Athletics Life Skills (Mandy Pulido) Natatorium 101 Apulido@uiwtx.edu 210-283-6448 Twitter: uiw_lifeskills Instagram: uiw_lifeskills</p>	<p>Athletics Main Line McDermott Convocation Center 2nd Floor uiwathletics@uiwtx.edu 210-829-2722 Twitter: UIWathletics Instagram: uiw_athletics</p>
<p>Bookstore Student Center, 1053 uiw@bkstr.com 210-829-6056</p>	<p>Business Office Administration Building, 190 Busad@uiwtx.edu 210-829-6043</p>	<p>Campus Engagement Student Center, 3150 210-829-6034 Twitter: UIWcampusengage Instagram: uiwcampusengagement</p>
<p>Campus Police Clement Hall (bottom floor) 210-829-6030</p>	<p>Career Services Student Center, 3030 Careers@uiwtx.edu 210-829-3931 Twitter: uiwcareers Instagram: uiwcareers</p>	<p>Counseling Services Administration Building, 147 210-832-5656 Monday – Friday: 8am – 5pm</p>
<p>Ettling Center for Civic Leadership Administration Building, 158 Ccl@uiwtx.edu 210-283-6423 Twitter & Instagram: uiwecccl</p>	<p>Financial Assistance Chapel Building (first floor) Finaid@uiwtx.edu 210-829-6008</p>	<p>First Year Engagement Student Center, 3120 Rzendeja@uiwtx.edu 210-805-3006</p>
<p>Health Services Ground Level of the Agnese Sosa Parking Garage Healthsvcs@uiwtx.edu 210-829-6017</p>	<p>Help Desk Student Center, 41 210-829-2721</p>	<p>International Student & Scholar Services International Conference Center (ICC), Rm. 200 Intl@uiwtx.edu 210-805-5705</p>
<p>Library Reference@uiwtx.edu 210-829-3835</p>	<p>Math Tutoring Center Bonilla Science Hall, 336 Spangler@uiwtx.edu 210-841-7254</p>	<p>Mission & Ministry Administration Building, 147 Ministry@uiwtx.edu 210-829-6000</p>
<p>Registrar Administration Building, 129 210-829-6006</p>	<p>Residence Life Student Center, 3150 Housing@uiwtx.edu 210-829-6034 After Hours: 210-216-6831</p>	<p>Student Advocacy & Accountability Student Center, 3150 210-829-3817</p>
<p>Student Disability Services Administration Building, 51 Beasley@uiwtx.edu 210-829-3997</p>	<p>Student Wellness Center Front Desk: 210-805-5872 Office: 210-805-5873</p>	<p>Study Abroad International Conference Center (ICC), F111 Studyabroad@uiwtx.edu 210-805-5709</p>
<p>Testing Services Administration Building, 216 210-829-3876</p>	<p>Title IX Founder's Hall, Fifth Floor ansalas@uiwtx.edu 210-283-6977 Twitter: UIWTitleIX Instagram: uiwtitleIX</p>	<p>Trio: Student Support Services Student Center, 3145 Trio-ssp@uiwtx.edu 210-805-5812</p>
<p>Tutoring Services Student Center, 3167 Tutoringservices@uiwtx.edu 210-829-3870</p>	<p>Veteran's Affairs Student Center, 3021 Veterans@uiwtx.edu 210-832-5651</p>	<p>Writing & Learning Center Student Center, 3167 Wlc@uiwtx.edu 210-829-3870</p>

Student-Athlete Code of Conduct

Standards of Conduct

1. UIW student-athletes should be aware that participating in an athletics program is a privilege, not a right. Student-athletes should conduct themselves in a manner that reflects favorably upon the University, the Athletics Department and their respective teams. Disorderly or disruptive behavior, deliberate or flagrant violations of the Athletics Department procedures or operations, or breach of state or federal law will not be tolerated. Student-athletes who engage in such activities will be subject to disciplinary action up to and including dismissal from their respective teams and cancellation of their athletics grant-in-aid.
2. Coaches are responsible for establishing team rules/expectations and enforcing reasonable rules of conduct for their respective teams. Such rules shall include, but may not be limited to, the following areas:

Practice Guidelines
Social Media
Personal Conduct
Study Hall Attendance

Team Travel Policies
Team Expectation/Guidelines
Class Attendance

3. Coaches are responsible for taking the appropriate disciplinary action when team rules and policies are broken. The compliance staff and coaching staff are responsible for taking appropriate disciplinary action when NCAA rules and policies are broken. Violations of the UIW Student Code of Conduct will be adjudicated by the Student Advocacy and Accountability Office, independent of any disciplinary action administered by the coaches.

When rules are violated, disciplinary actions will be handled and administered in a fair and timely manner. Whenever a student-athlete is disciplined, the coach will make a written record of the circumstances, give a copy to the student-athlete, place a copy in the student-athlete's file and provide a copy to their sport administrator.

Ethical Conduct

1. UIW student-athletes must always conduct themselves with honesty and sportsmanship so they and the institution they represent reflect the highest standards of fair play and amateur athletics competition. Student-athletes should keep in mind their obligation to adhere to the University's policies as prescribed in the University of the Incarnate Word Student Handbook, both on and off campus. Behavior such as dishonesty, cheating, hazing or unsportsmanlike conduct will be subject to disciplinary action. Conduct which may be considered unethical includes, but is not limited to, the following:
 - Refusal to furnish information relevant to an investigation of possible violations of NCAA or conference rules, or state or federal laws; and/or
 - Knowingly furnishing the Athletics Department, the University, the NCAA, and/or the conference with false or deliberately misleading information concerning any student-athlete's involvement in or knowledge of violations of NCAA or conference rules, or state or federal laws.
2. Student-athletes found to be in violation of the rules of ethical behavior will be ineligible for further intercollegiate athletics competition and may have their scholarship canceled or reduced.
3. Student-athletes who have been declared ineligible for further athletics competition as the result of violations of NCAA or conference rules will have the right to appeal to the Athletics Eligibility Committee. Such appeals are to be initiated through the compliance office.
4. Violations of the University discipline policies will result in the student-athlete being referred to the director of Student Advocacy and Accountability (see contact information on next page).

Director of Student Advocacy & Accountability:

Janine Chavez

jlchavez@uiwtx.edu

210-829-3817

Student-Athlete Expectations

Student-Athletes are expected to:

1. Dress appropriately at all times, because YOU represent your sport and UIW. Conduct yourself in a first-class manner. Consideration of others should be one of your prime concerns.
2. Attend ALL your classes and be ON TIME. Prepare for assignments over the entire semester and not at the last minute. Your classes are your first responsibility; your second priority is your athletics. You are responsible for all classwork that you miss when the team travels.
3. Adhere to the University's policies on tobacco products, alcohol and/or illegal drugs.
4. Conduct yourself as a positive role model and represent your institution in a manner that exhibits principles of sportsmanship.
5. Treat all athletics equipment and facilities with respect. Take care of what we have.
6. Have a positive attitude.
7. Take time to read and understand the school's Mission, core values, goals, standards of conduct, and disciplinary procedures as outlined in the Student Handbook, Student Code of Conduct, and University catalog. Work to integrate these into your life.
8. Work with the Student Financial Assistance Office to utilize every resource available to assist you with educational expenses. Be aware of deadlines for financial aid.
9. Lend a **helping hand** in campus sponsored events.
10. Participate in Life Skills programs to grow professionally and personally.
11. Treat coaches, athletic trainers, athletics administration, campus administration/staff, and faculty with respect and respond to questions/concerns in a timely manner.
12. Adhere to the below cell phone use policy

Cell phone use policy:

- Turn off and put away cell phone during coach meetings.
- Cell phones should not be used in practice or strength and conditioning sessions.
- Cell phones should not be used in the athletic training rooms or in weight rooms.
- Turn off and do not use cell phone during team study halls.
- Texting and cell phone usage is not permitted during class time.

These expectations apply even when traveling for competitions and off campus. Proper conduct is expected under all circumstances and in all locations.

Student Handbook and Student Code of Conduct: <https://my.uiw.edu/student-advocacy-and-accountability/student-accountability/student-handbook.html>

Sportsmanship Policy

UIW is committed to establishing a positive competitive environment for our student-athletes and fans. The Southland Conference promotes positive values such as sportsmanship, respect for all participants, accountability for actions, fairness of competition and continued enhancement of gender equity. It is our responsibility to be fully accountable at every level as we support student success.

Student-athletes, coaches and staff

Student-athletes, coaches and staff shall conduct themselves in an appropriate manner in connection with all intercollegiate sporting events and community events in which they participate. They shall conduct themselves as positive role models and represent their institutions in a manner that exhibits the principles of sportsmanship. As representatives of UIW, we expect our student-athletes, coaches and staff to uphold our commitment to sportsmanship by creating an atmosphere of respect. Unsportsmanlike behavior will not be tolerated.

Behavior that is inappropriate or not sportsmanlike includes, but is not limited to:

- Striking (e.g. kicking, hitting, throwing objects at) or other acts of violence, attempted acts of violence, or attempts to provoke violence;
- Obscene, profane, discriminatory or provocative language, gestures or actions directed towards an opposing team, institution, contest official, staff member or spectator;
- Public criticism about an opposing team, institution, contest official, staff member or spectator;
- All other actions, as determined by the Southland Conference, in violation of the principles and standards of sportsmanship.

As members of a UIW Athletics team, student-athletes specifically are expected to:

- Adhere to applicable NCAA and UIW rules and policies as addressed in the student-athlete handbook distributed annually;
- Adhere to all Southland Conference rules and policies governing student-athlete conduct and behavior;
- Comply with individual sport team rules, as established by the head coach and/or athletics administration.

Fans, students, and visiting teams

Racial, sexist, derogatory or profane actions or language directed toward student-athletes, coaches, team representatives, officials, event management or other spectators will not be tolerated. Event management personnel – with cooperation from campus security – reserves the right to remove attendees from the competition site. The same standards apply that are stated above.

Residence Life

RESIDENCE LIFE HANDBOOK <https://my.uiw.edu/housing/policies-and-reporting.html>

The Residence Life Handbook is intended to assist and inform all residents of policies in each residence hall that support the mission and policy of UIW. Residents are responsible for knowing the policies listed in the Student Code of Conduct, which includes the Residence Life Handbook. The Residence Life Handbook should be referenced in conjunction with the Student Code of Conduct. The Student Code of Conduct can be found at <https://my.uiw.edu/student-advocacy-and-accountability/student-accountability/student-handbook.html>

Living within a community offers a significant contribution to the holistic educational development of each student. The Residence Life program seeks to establish an atmosphere that stimulates growth, encourages individual responsibility in decision-making, and provides for the acceptance of others as individuals of worth. Developing good citizenship, learning and accepting the meaning of responsibility, and recognizing the rights of others are goals of UIW Residence Life and Housing Operations.

Our residence halls are an excellent place to meet new friends, participate in numerous activities, develop new interests, and learn to live and grow in a community rich in diversity. We are committed, passionate and enthusiastic about sharing this experience with each resident as our journey continues!

UIW RESIDENCE LIFE MISSION STATEMENT

UIW Residence Life creates a safe and inclusive community, provides supportive services, and cultivates holistic growth through the UIW Mission.

STAFF INTRODUCTION:

Name	Title	Office	Contact Information
Christopher Summerlin	<i>Dean of Campus Life</i>	SEC 3150	210-805-5863
Dr. Diana Sanchez	<i>Director of Residence Life and Housing Operations</i>	SEC 3156	castaned@uiwtx.edu 210-829-3819
J.R. Chiodo-Benmuvhar	<i>Assistant Director of Residence Life</i>	SEC 3157	chiodobe@uiwtx.edu 210-805-2357
Soraida Portales	<i>Residence Life Student Advisor</i>	JO 110	sportale@uiwtx.edu 210-805-5866
Michael Parks	<i>Manager of Housing Operations</i>	SEC 3158	Mparks@uiwtx.edu 210-805-5865
	<i>Graduate Area Coordinator—Residential Experience</i>	JO 108	210-805-2355
Zoe Zucha	<i>Graduate Area Coordinator—Residential Education</i>	JO 109	zucha@student.uwtx.edu 210-805-2356
Sofia Rodriguez	<i>Graduate Area Coordinator—Housing Operations</i>	SEC 3170	smrodri1@student.uwtx.edu 210-283-5024
All Campus RA Phone	Uiw.edu/housing		housing@uiwtx.edu 210-216-6831

THE ALL CAMPUS PHONE AND RA SCHEDULES

Resident Assistants are on-call within their buildings from 7:00 pm to 8:00 am every day of the week. Outside each RA door is a flip chart that lists which RA is on-call and their location. The All Campus Phone (210-216-6831) is a phone that is staffed 24 hours a day, 365 days a year. Reasons to call the All Campus Phone include:

- Locked out of room and unable to reach the building RA
- Reporting a possible policy violation

- Reporting a maintenance request
- Roommate issue
- General Housing Questions
- General assistance

MAINTENANCE REQUESTS

All residents can enter maintenance requests through the School Dude maintenance system found in Cardinal Apps. Residents will receive updates on their request and communicate with maintenance personnel.

LOST KEY AND ID

If a student loses their ID card or key, please visit the Campus Life Office (SEC 3150) or contact the All Campus Phone after hours at 210-216-6831. Lost key charges range from \$25, \$40, and \$65. The replacement fee for a lost student ID is \$30.

HELPFUL LINKS AND TOOLS

Please visit the housing website (uiw.edu/housing) for important updates regarding dates and processes including room/meal plan changes, policies, and upcoming dates.



Academic Information

Athletic Academics

The UIW Athletics Department expects student-athletes to understand that academics are the highest priority. UIW Athletic Academic Advisors guide student-athletes on a successful pathway to graduation. The Athletic Academic Advisors offices are located in the Student Engagement Center room number 3120.

Registration Process

Registration is the process by which you become officially enrolled at UIW for a given term. This process involves various campus entities and should follow this progression:

1. Make an appointment with your primary advisor during the advising period.
 - a. Advising period begins **prior to** registration; check the academic calendar for updates.
2. Meet with your **primary** advisor to plan your class schedule.
 - a. You should go to this meeting prepared, having already looked at potential classes and times. Please know your practice schedule when choosing courses.
3. Complete a "Student-Athlete Registration Form": class CRNs, ALT pin, primary advisor signature and your **own** signature.
4. Resolve any holds on your account with the appropriate office.
 - a. Business Office or Registrar's Office.
5. Submit "Student-Athlete Registration Form" to the Athletics Academic Advising Office by the due date.
 - a. Athletics Academic Advising staff will review the courses.
6. Students are responsible for registering themselves for the courses listed on the "Student-Athlete Registration Form." If students need **assistance** with registration an appointment with their assigned athletic academic Advisor is required.
7. Check University e-mail on registration day to address any concerns with schedule adjustments.
 - a. Staff will be available on the priority registration day to assist with any errors.
 - b. It may be necessary to adjust your schedule (add, drop, or change sections), but under **no circumstance should any student-athlete drop or add a class without prior approval from the Athletics Academic Advisor.** You should review your degree plan with your Athletics Academic Advisor before changing your schedule, as changes may affect your eligibility.

Schedule Changes

If you need to drop a course with a "W" after the semester has begun, follow the steps listed below:

1. See your athletics academic advisor to fill out a "**UIW Athletic Academic Advising Request for Course Withdrawal.**" You and your athletics academic advisor will sign.
2. Then fill out an Add/Registration/Drop Form with your primary advisor's signature and athletics academic advisor for approval.
3. Return both forms to your athletics academic advisor to sign.
4. Turn in your Add/Registration/Drop Form to the **Registrar's Office.**

Attendance Policy/Excused Absences

Student-athletes are subject to the University's attendance policy, as defined in the University Catalog:

- Students are expected to attend and participate in all scheduled class meetings, unless exempt per policy guidelines.
- Students are expected to read and understand each instructor's attendance policy, as written in the course outline.
- If an absence is planned (for official athletic events, **PRACTICE IS NOT AN EXCUSED ABSENCE**):
 - Students must notify instructors at least two (2) weeks in advance.
- If an absence is unplanned (illness):

- Student should notify the instructor directly.
- Make-up work, including exams, should be scheduled in consultation with the instructor and completed in a reasonable time.

See the full “Attendance and Religious Observance Policy” in [Section VII. Institutional Academic Policies](#) of the University Catalog, or at this link: <https://uiw.smartcatalogiq.com/2021-2022/Catalog/VII-Institutional-Academic-Policies/Attendance-and-Religious-Observance-Policies>

Study Hall/ Objective Base Study Hall

In order to support our student-athletes’ efforts toward intellectual development and graduation, mandatory study hall will be required of student-athletes based on GPA, test scores, and consultation between athletic academic advisors and coaching staff.

Each student-athlete’s study hall requirements will be determined individually and communicated to the student by the coaching staff at the beginning of the semester. However, athletic academic advisors and coaching staff reserve the right to adjust study hall requirements as needed throughout the semester.

Study Hall is tracked through EAB Navigate and student-athletes will use their student IDs to swipe into and out of study hall using the desktop computer and card reader in the Student Engagement Center.

Study Hall Location
SEC 2060
SEC 3142

Academic Responsibilities of Student-Athlete

- Set primary goal of obtaining a degree.
- Seek assistance from instructors and the athletic academic advisors before and/or when academic difficulties occur.
- Be a responsible member of each class, which includes: showing up on time or earlier, attending every class session (with the exception of those missed due to competitions), being prepared, and participating at the level expected of students.
- During the first two weeks of each semester, present or email to each of your professors a schedule of that semester’s games or events, indicating exactly which class(es) will be missed, if any.
- During the semester, consistently remind your professors (no less than two class periods prior to the excused absence date) to confirm missed date(s) and to make arrangements for make-up assignments and exams prior to the next scheduled class meeting following the excused absence.
- Attend all study halls.
- Meet with primary advisor and athletic academic staff as required.
- Adhere to UIW policies concerning academic integrity and honesty: <https://www.uiw.edu/academics/documents/academic-integrity-policy-may-2021.pdf>
- Utilize campus resources for academic assistance: writing center, tutors, math lab, and professors.
- Review and comply with UIW Academic policies: <https://www.uiw.edu/academics/academicpolicies.html>

Class Attendance Travel Letter

Dear Professor(s),

You are receiving this correspondence because there is a University of the Incarnate Word student-athlete in your course that may be absent from class due to travel for athletic events. According to the NCAA Bylaw 17.1.7.11.2, it is stated that no class shall be missed for practice activities except when a team is in competition or traveling to an away-from-home contest. Attached is the sport travel schedule for the student-athlete listed in your course. Please note that because travel rosters often change, the student is responsible for notifying you prior to each expected absence. It is important to also note that not all student-athletes travel for every competition.

As outlined in the [UIW Student Handbook](#), students are required to notify instructors in writing at least two weeks before the planned absences, such as a university sponsored athletic event. Student-athletes are not excused from turning in assignments or making up work from absences due to competition. We respectfully ask that you work with this student-athlete when they are required to miss your class due to participation in a UIW sponsored athletics event.

Each student-athlete must present you with this document within the first two weeks of the semester. Student-athletes are required to remind the professors of each upcoming absence two class sessions prior to the absence. The student-athlete understands that they are responsible for the work of all class meetings and must make arrangements with you to complete assignments or makeup quizzes/exams. UIW's coaches strive to minimize contest absences and greatly appreciate your flexibility and understanding in accommodating the unique needs of our growing student-athlete population. If you are concerned that the student's travel schedule would seriously jeopardize their successful completion of your course, please contact the University Advising Center by email (advising@uiwtx.edu) or by phone (210-805-5814) as soon as possible. The athletic advisor assigned to this student will promptly respond to your concern.

Angela Lawson

Senior Associate Director of Athletics/Academic
Affairs/SWA
lawson@uiwtx.edu
210-829-3827

Kristen Bates

Senior Athletics Academic Advisor
kbates@uiwtx.edu
210-283-6338

J.R. Pulido

Assistant Director of Athletics Academic Advising
jpulido@uiwtx.edu
210-283-6328

Sydnee Palade

Athletics Academic Advisor
palade@uiwtx.edu
210-283-6337

University Statement on Hazing

Involvement in student organizations and groups should offer students personal development, education, and enriching experiences. Hazing is a destructive and harassing activity that not only is in opposition to those goals, but also violates state and national laws. In turn, the University of the Incarnate Word regards any form of hazing as an unproductive and hazardous custom contrary to the Mission of UIW. The University of the Incarnate Word issues the following extension of the State of Texas law. Under the current law, individuals or organizations could be subject to fines and charged with a criminal offense for hazing.

According to the law, a person can commit a hazing offense by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding, or attempting another in hazing by knowingly or recklessly allowing hazing to occur or by failing to report in writing to the appropriate University official firsthand knowledge that a hazing incident has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under state law.

Because of UIW's dedication to the highest ideals of education and society, participation in hazing related activities is not consistent with membership in any University organization or group and will not be tolerated, whether the participation is as an instigator or as a victim. It is the responsibility of all organization officers or groups to ensure that this information is distributed, read and understood by all members of their organization. Ignorance of this information is not a defense to University disciplinary procedures, civil, or criminal liability.

Policy

Hazing means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

1. is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
4. is any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, 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 reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision;
5. is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Student Code of Conduct; other University policies; or local, state, or federal laws; or involves coercing the student to consume:
 - a. a drug;
 - b. or an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated.

The law defines organization as fraternity, sorority, association, corporation, order, society, corps, club, or student government, a band or musical group or an academic, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association competition, or a service, social, or similar group, whose members are primarily students.

Any person who voluntarily reports a specific hazing incident involving a student to the Dean of Campus Life or other appropriate official of the institution is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the reported hazing incident if the person:

1. reports the incident before being contacted by the institution concerning the incident or otherwise being included in the institution 's investigation of the incident; and
2. as determined by the Dean of Campus Life or other appropriate official of the institution designated by the institution, cooperates in good faith throughout any institutional process regarding the incident [report].

Immunity extends to participation in any judicial proceeding resulting from the report. A person is not immune if the person:

1. reports the person's own act of hazing;
2. reports an incident of hazing in bad faith or with malice [is not protected by this section].

See Texas Hazing Laws: Title 2, G, Chapter 37, Subchapter F, 37.151.



Harassment-Free, Equal Opportunity Work and Learning Environment Policy

UIW is committed to providing a professional and collegial work and learning environment that values diversity and emphasizes the dignity, respect, and worth of every individual. Accordingly, no form of harassment or conduct which is inappropriate and that may lead to or suggest harassment is tolerated by or against all employees, students, vendors, contractors or any other individuals engaged in activities on behalf of UIW. UIW prohibits any harassment, bias or prejudice on the basis of an race, color, sex, gender, sexual orientation, citizenship status, ethnicity, national origin, age, marital status, disability, genetic information, gender identity or expression, veteran status, pregnancy, religion or any other characteristics protected by law.

The entire policy is published in the UIW Employee Handbook, Chapter 9: <https://my.uiw.edu/hr/employee-handbook.html>

Reporting Violations of this Policy

Any student who believes that he or she has been subject to conduct that violates this policy or has information about or has witnessed any violation of this policy should immediately and directly notify his or her dean, supervisor, the Director of Student Advocacy and Accountability or the Director of Human Resources. If you do not feel that the matter can be discussed with your immediate supervisor, or if you are not satisfied with the way your complaint has been handled, you must contact the Director of Human Resources located on the Broadway campus or by telephone as published in the Campus Directory. Students having a complaint should report the harassment, to the Director of Student Advocacy and Accountability in person or by telephone as published in the Campus Directory.

Complaints related to the Sexual Misconduct Policy are required to report the allegations of sexual misconduct online via the Maxient system at the following website: www.uiw.edu/titleix by clicking on the "Report an Incident" button or by using the "Report an Incident" link found on the bottom of the UIW homepage (www.uiw.edu).

Prompt reporting of possible harassment is essential so that the University can respond quickly and prevent problems from escalating. Never assume that the University is aware of the harassment. It is your responsibility to promptly report incidents of which you are aware.

As a Catholic institution of higher education sponsored by the Sisters of Charity of the Incarnate Word, the University of the Incarnate Word is, however, exempt from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972.

Sexual Misconduct, Sexual Harassment, Stalking and Relationship Violence Policy

In accordance with the Campus SaVE, Violence Against Women Act (VAWA), as amended, Title IX, the Clery Act, and other state and federal laws, UIW is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from sexual misconduct, including sex-based discrimination; gender identity/sexual orientation discrimination; sexual harassment, sexual assault, sexual exploitation, stalking, and relationship violence (including domestic and dating violence). UIW is committed to addressing and working towards preventing crimes of sexual violence. The University requires the prompt reporting of any incidents. For more detailed information, please go to www.uiw.edu/titleix.

The University's Title IX Coordinator manages concerns related to alleged violations of the University's Sexual Misconduct Policy, including sex-based discrimination; gender identity/sexual orientation discrimination; sexual harassment, sexual assault, sexual exploitation, stalking, and relationship violence (including domestic and dating violence).

To report a complaint or incident of that nature, please go to www.uiw.edu/titleix and click on the "Report an Incident" button or contact:

Alexandria Salas
Director of Title IX
Founder's Hall, 5th Floor
210-283-6977
ansalas@uiwtx.edu



Compliance

Tony Dollison
Associate Athletic Director of
Compliance
Dollison@uiwtx.edu

Summary of NCAA Rules

All student-athletes are responsible for abiding by NCAA rules. Listed below is a summary of some NCAA rules that might affect student-athletes during their period of eligibility. Rules are covered during beginning of the year Compliance meetings conducted by the Compliance office.

Ethical Conduct

You must act with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports. You have engaged in unethical conduct if you refuse to furnish or fail to provide accurate or complete information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or your institution. You are not eligible to compete if you 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 solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value. You are not eligible to compete if you knowingly participate in any gambling activity that involves intercollegiate, amateur or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

Season of Competition

A student-athlete uses a season of competition for a given academic year as soon as he/she participates in a competition (excluding NCAA-legislated preseason exhibition contests and practice scrimmages) against an outside team (i.e., any team that includes individuals who are not on the institution's team during that academic year). Any competition during a season, regardless of the amount of time spent, counts as one season of competition in that sport. For example, one play in a baseball game or one point in a volleyball match counts as a season of competition, just as playing in every basketball or soccer game during a season counts.

Outside Competition

In all sports except basketball, student-athletes may not participate on any outside team during the academic year, except during the institution's official vacation periods (i.e., summer, holiday breaks, Spring break). In basketball, a student-athlete may not practice or compete on any outside team at any time (there are limited exceptions to this during the summer only).

Complimentary Admissions

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.

- Student-athletes must sign up their guests by the indicated deadline for each respective game, home or away. It is important that the student-athlete accurately list the first and last names of their guests in ARMS.

- A teammate can assist another teammate who needs additional complimentary admissions for family members, relatives, or friends. This must be done by the student-athlete transferring his or her admissions to a teammate through ARMS.
- Immediate family members (e.g., parents, siblings) must be listed by a student-athlete before anyone else can be listed (e.g., friends).
- **STUDENT-ATHLETES MAY NOT RECEIVE PAYMENT FROM ANY SOURCE FOR COMPLIMENTARY ADMISSIONS. STUDENT-ATHLETES MAY NOT EXCHANGE OR ASSIGN COMPLIMENTARY ADMISSION TO ANYONE FOR ANY ITEM OF VALUE.** Violating this rule will result in the loss of eligibility.
- INDIVIDUALS DESIGNATED BY THE STUDENT-ATHLETE TO RECEIVE COMPLIMENTARY ADMISSIONS ARE NOT PERMITTED TO RECEIVE ANY TYPE OF PAYMENT FOR THESE ADMISSIONS OR TO EXCHANGE OR ASSIGN THEM FOR ANY ITEM OF VALUE.
- An institution may not provide a special arrangement to sell a student-athlete (or their family/friends) tickets to a sold out event. Tickets may be purchased beyond the permissible four complimentary admissions in the same manner as the general public.
- A student-athlete may not purchase tickets for an athletics contest from the institution and then sell the tickets at a price greater than their face value.
- Institutional policy states that changes cannot be made after the lockout has been concluded in ARMS. No changes will be made at the player pass table the day of the game.
- Each guest must appear in person to receive his/her complimentary admission. Valid picture identification is required for all individuals using a complimentary admission. Guests that are 15 years of age or younger that do not have a picture I.D. must request their complimentary admission with an adult that has proper identification and also appears on the pass list.
- ***Everyone, regardless of age, must present a ticket for admission.***
- Student-athletes are not to share their ARMS password with any other individuals.

Employment Earnings

Earnings from your on- or off-campus employment that occurs at any time is exempt and is not counted in determining your full grant-in-aid or in the institution's financial aid limitations, provided:

1. Your compensation does not include any remuneration for value or utility that you may have for the employer because of the publicity, reputation, fame or personal following that you have obtained because of athletics ability;
2. You are compensated only for work actually performed; and
3. You are compensated at a rate commensurate with the going rate in that locality for similar services. [Bylaws 12.4 and 15.2.7]

Gambling

The NCAA has established specific guidelines concerning involvement in gambling. Student-athletes, coaches and staff shall not knowingly:

- Provide information to individuals in organized gambling activities concerning intercollegiate athletics competition.
- Solicit a bet on any intercollegiate team
- Accept a bet on any team representing the institution
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value
- 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 which includes NCAA March Madness pools, college Bowl game boards or Super Bowl boards
- Internet sports wagering, pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

In addition to awareness of the gambling threat to the integrity of intercollegiate sports, student-athletes are responsible for reporting the following to the appropriate athletic department official:

1. Report any offers of gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest.
2. Maintaining a clear understanding of what constitutes gambling activities and reporting any suspected infractions.
3. Contacting the head coach or Director of Media Relations when questions concerning the release of team information are posed.

Extra Benefits

The NCAA has specific regulations regarding the receipt of extra benefits or special arrangements by currently enrolled student-athletes or the relatives or friends of student-athletes. An extra benefit is any special arrangement to provide a student-athlete (or their relatives or friends) a benefit not authorized by NCAA legislation. Receipt of an extra benefit by a student-athlete may result in that student-athlete being declared ineligible for competition. Examples of non-permissible extra benefits or special arrangements Boosters may not provide to student-athletes include, but are not limited to:

- Parents or student-athletes selling memorabilia can jeopardize eligibility
- Room, board or transportation costs (including a stay in a Booster's home or transportation to or from a job);
- A loan of money in any amount or signing or cosigning a note with an outside agency to arrange a loan;
- Cash or gift;
- Typing or other costs associated with school projects or reports;
- Professional services for which a fee would normally be charged (e.g., free dental or medical services, haircuts, automotive services, laundry or dry cleaning, etc.);
- Entertainment or the purchase of meals or services at commercial establishments (this includes a soft drink or popcorn at an athletic event);
- The use of a phone or phone credit card for free long distance calls;
- Awards for athletic performance;
- An honorarium or fee for a speaking engagement or other appearance;
- A special discount payment arrangement or credit on a purchase (e.g., airline ticket or clothing)
- A guarantee of bond
- A benefit connected with off-campus housing (e.g., television sets, electronic equipment, room furnishings, specialized recreational facilities, etc.);
- Selling or giving tickets to an athletic institution or community event (e.g., state high school tournament tickets, professional sports game tickets); (e.g., boats, summer homes, automobiles, luggage, clothing, etc.).

The only permissible benefit, which may be provided to a student-athlete by a Booster, is an "occasional" home meal for a student-athlete or the entire team under the following conditions:

1. The meal must be provided in the home and not at a restaurant.
2. Meals must be restricted to infrequent and special occasions.
3. Institutional staff members may provide transportation to student-athletes to attend such meals. A Booster may not provide transportation to a student-athlete to attend the meal function unless the meal function is at the home of that Booster.

Employment Earnings

Earnings from your on- or off-campus employment that occurs at any time is exempt and is not counted in determining your full grant-in-aid or in the institution's financial aid limitations, provided:

4. Your compensation does not include any remuneration for value or utility that you may have for the employer because of the publicity, reputation, fame or personal following that you have obtained because of athletics ability;
5. You are compensated only for work actually performed; and

6. You are compensated at a rate commensurate with the going rate in that locality for similar services. [Bylaws 12.4 and 15.2.7]

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- Solicit a bet on any intercollegiate team
- Accept a bet on any team representing the institution
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value
- 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 which includes NCAA March Madness pools, college Bowl game boards or Super Bowl boards
- Internet sports wagering, pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

In addition to awareness of the gambling threat to the integrity of intercollegiate sports, student-athletes are responsible for reporting the following to the appropriate athletic department official:

4. Report any offers of gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest.
5. Maintaining a clear understanding of what constitutes gambling activities and reporting any suspected infractions.
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- Parents or student-athletes selling memorabilia can jeopardize eligibility
- Room, board or transportation costs (including a stay in a Booster's home or transportation to or from a job);
- A loan of money in any amount or signing or cosigning a note with an outside agency to arrange a loan;
- Cash or gift;
- Typing or other costs associated with school projects or reports;
- Professional services for which a fee would normally be charged (e.g., free dental or medical services, haircuts, automotive services, laundry or dry cleaning, etc.);
- Entertainment or the purchase of meals or services at commercial establishments (this includes a soft drink or popcorn at an athletic event);
- The use of a phone or phone credit card for free long distance calls;
- Awards for athletic performance;
- An honorarium or fee for a speaking engagement or other appearance;
- A special discount payment arrangement or credit on a purchase (e.g., airline ticket or clothing)
- A guarantee of bond
- A benefit connected with off-campus housing (e.g., television sets, electronic equipment, room furnishings, specialized recreational facilities, etc.);
- Selling or giving tickets to an athletic institution or community event (e.g., state high school tournament tickets,

professional sports game tickets); (e.g., boats, summer homes, automobiles, luggage, clothing, etc.).

The only permissible benefit, which may be provided to a student-athlete by a Booster, is an “occasional” home meal for a student-athlete or the entire team under the following conditions:

4. The meal must be provided in the home and not at a restaurant.
5. Meals must be restricted to infrequent and special occasions.
6. Institutional staff members may provide transportation to student-athletes to attend such meals. A Booster may not provide transportation to a student-athlete to attend the meal function unless the meal function is at the home of that Booster.

Amateurism

An amateur student-athlete is one who engages in a particular sport for the educational, physical, mental and social benefits. Only an amateur student-athlete is eligible for intercollegiate athletics participation in a particular sport. Furthermore, an individual's NCAA amateurism status may be lost as a result of activities prior to enrollment in college. The NCAA rules related to amateurism are quite extensive. Below are the general definitions associated with amateur status and amateur status if professional in another sport. Please contact your coach or the Athletics Compliance Office if you have any questions.

a. You are not eligible for participation in a sport if you have ever:

1. Taken pay, or the promise of pay, for competing in that sport. [Bylaw 12.1.2 and 12.1.2.1]
2. Agreed (orally or in writing) to compete in professional athletics in that sport.

Exception: Prior to collegiate enrollment, in sports other than men's ice hockey and skiing, you agreed to compete on a professional team provided the agreement did not provide for more than actual and necessary expenses and you did not receive more than actual and necessary expenses. [Bylaws 12.1.2 and 12.2.5.1]

3. Played on any professional athletics team as defined by the NCAA in that sport.

Exception: Prior to enrollment, in sports other than men's ice hockey and skiing, you competed on a professional team provided you did not receive more than actual and necessary expenses. [Bylaws 12.1.2 and 12.2.3.2.1]

4. Used your athletics skill for pay in any form in that sport. [Bylaws 12.1.2 and 12.1.2.4]

Exceptions:

5. Prior to collegiate enrollment, in sports other than tennis, you accepted prize money based on place finish or performance in an athletics event from the sponsor of the event and the amount of prize money did not exceed \$300 above your actual and necessary expenses to participate in the event; or [Bylaws 12.02.5, 12.1.2 and 12.1.2.4.1]
6. After collegiate enrollment, you accepted prize money based on place finish or performance in an athletics event from the sponsor of the event and the amount of prize money did not exceed \$300 above your actual and necessary expenses to participate in the event. [Bylaws 12.02.6, 12.1.2 and 12.1.2.4.1]

b. You are not eligible in a sport if you, or your relatives or friends, ever have accepted money, transportation, lodging, entertainment or other benefits from an agent or agreed to have an agent market your athletics ability or reputation in that sport. [Bylaw 12.3.1 and 12.3.1.2]

c. You are not eligible in any sport if, after you become a student-athlete, you accept any pay for promoting a commercial product or service or allow your name or picture to be used for promoting a commercial product or service. [Bylaws 12.5.2.1 and 12.5.2.2]

d. You are not eligible in any sport if, because of your athletics ability, you were paid for work you did not perform, were paid at a rate higher than the going rate or were paid for the value an employer placed on your reputation, fame or personal following. [Bylaw 12.4]

Agents

NCAA Bylaw 12.3 specifically prohibits eligible student-athletes from entering into written or oral agreements with agents for the purpose of marketing athletics ability or reputation in any sport. The penalty is immediate ineligibility and, if not

reported, possible forfeiture of athletic contests in which the involved student-athlete performed. While most sports agents are principled and well meaning, the potential for and record of abuse (both deliberate and inadvertent) in this area make it one of the most important to monitor and control. Administrators and coaches should regularly remind all student-athletes of this regulation, especially those who potentially may be targeted by agents. They should encourage the student-athlete to report any contact from an individual who represents him/herself as an agent, athletic talent scout or someone who attempts to arrange a meeting with the same. There have been reports of opposing coaches trying to arrange agent contacts for players on rival teams.

Endorsement of Commercial Products

During the Playing Season: During the playing season, a student-athlete may appear on radio and television programs (e.g., coaches shows) or engage in writing projects when the student-athlete's appearance or participation is related in any way to athletics ability or prestige, provided the student-athlete does not receive any remuneration for the appearance or participation in the activity. The student-athlete shall not make any endorsement, expressed or implied, of any commercial product or service. The student-athlete may, however, receive actual and necessary expenses directly related to the appearance or participation in the activity. A student-athlete participating in media activities during the playing season may not miss class, except for class time missed in conjunction with away-from-home competition or to participate in a conference sponsored media day.

Outside the Playing Season: Outside the playing season, a student-athlete may participate in media activities (e.g., appearance on radio, television, in films or stage productions or participation in writing projects) when such appearance or participation is related in any way to athletics ability or prestige, provided the student-athlete is eligible academically to represent the institution and does not receive any remuneration for such appearance or participation. The student-athlete may not make any endorsement, expressed or implied, of any commercial product or service. The student-athlete may, however, receive legitimate and normal expenses directly related to such appearance or participation, provided the source of the expenses is the entity sponsoring the activity.

Academic Standards – Eligibility for Competition

1. To be eligible to compete, you must:
 - a. Have been admitted as a regularly enrolled, degree-seeking student according to the published entrance requirements of your institution;
 - b. Be in good academic standing according to the standards of your institution; and
 - c. Be enrolled in at least a minimum full-time baccalaureate degree program (not less than 12-semester or quarter hours) and maintain satisfactory progress toward that degree, be enrolled in a full-time graduate or professional degree program (as defined by the institution) or be enrolled and seeking a second baccalaureate degree at your institution. [Bylaws 14.01.2 and 14.2.2]
2. If you are enrolled in less than a full-time program, you are eligible to compete only if you are enrolled in the last term of your degree program and are carrying credits necessary to finish your degree. [Bylaw 14.2.2.1.3]
3. You are eligible to compete during the official vacation period immediately preceding initial enrollment, provided you have been accepted by your institution for enrollment in a regular, full-time program of studies at the time of your initial participation, you are no longer enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.2.2.1.1]
4. You are eligible to compete between terms if you are continuing enrollment, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately preceding the date of competition, or if you are either continuing enrollment or beginning enrollment, provided you have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition. [Bylaw 14.2.2.1.2]

Eligibility for Practice

1. You must be enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of the certifying institution to practice. [Bylaw 14.2.1]
2. You may practice during the official vacation period immediately preceding initial enrollment, provided you have been accepted by your institution for enrollment in a regular, full-time program of studies at the time of your initial participation, you no longer are enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.2.1.1]
3. You may practice if you are enrolled in the final semester or quarter of a baccalaureate program while enrolled in less than a minimum full-time program of studies and your institution certifies that you are carrying (for credit) the courses necessary to complete the degree requirements, as determined by the faculty of the institution. [Bylaw 14.2.1.3]

Continuing Eligibility – All Sports.

Your eligibility for competition is based on:

1. Having successfully completed 24 semester or 36 quarter hours of academic credit prior to the start of the institution's third semester or fourth quarter following the student-athlete's initial full-time enrollment (hours earned during the summer may be used to fulfill this requirement);
2. Having successfully completed 18 semester or 27 quarter hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters (hours earned during the summer may not be used to fulfill this requirement); and
3. Six semester or quarter hours of academic credit the preceding regular academic term (e.g., fall semester, winter quarter) in which the student-athlete has been enrolled at any collegiate institution. [Bylaw 14.4.3]
4. If you are entering your second year of collegiate enrollment, you must present a cumulative grade-point average that equals at least 90 percent of the institution's overall cumulative grade-point average required for graduation (based on a 4.000 scale). [Bylaw 14.4.3.3]
5. If you are entering your third year of collegiate enrollment, you must have completed successfully at least 40 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a 4.000 scale) that equals at least 95 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaws 14.4.3.3.2 and 14.4.3.2]
6. If you are entering your fourth year of collegiate enrollment, you must have completed successfully at least 60 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.000 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaws 14.4.3.3.2 and 14.4.3.2]
7. If you are entering your fifth year of collegiate enrollment, you must have completed successfully at least 80 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.000 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaws 14.4.3.3.2 and 14.4.3.2]

Freshmen

1. You are referred to as a qualifier and are eligible to practice and compete in your sport and to receive financial aid (institutional and athletically related) during your first academic year, under Bylaw 14.02.13.1, if you:
 1. Graduate from high school;
 2. Attain a minimum high school grade-point average as specified in Bylaw 14.3.1.1.3 (based on a 4.000 scale) in a successfully completed core curriculum of at least 16 core courses; and Bylaw 14.3.1.3.

3. Achieve a corresponding sum ACT or SAT score as specified in Bylaw 14.3.1.1.2. (2) You are referred to as a nonqualifier if you fail to meet the criteria above. In addition to being ineligible for practice and competition during the first academic year in residence, a nonqualifier is not permitted to receive any institutional financial aid, except as stated below. [Bylaws 14.02.13.3 and 14.3.2.1]. As a Nonqualifier.
2. You are eligible to receive nonathletics institutional financial aid based on need only, consistent with institutional and conference regulations; and
3. You will have three seasons of eligibility after your first academic year in residence. You may earn a fourth season of competition provided you complete 80 percent of your baccalaureate degree before beginning your fifth academic year of enrollment and you are within five years of your initial, full-time collegiate enrollment. [Bylaw 14.3.3]

Other Regulations Concerning Eligibility

1. You are not eligible to participate in more than four seasons of intercollegiate competition in any one sport. [Bylaw 12.8]
2. You are not eligible if five calendar years have passed from the date you first registered as a full-time student at a collegiate institution and attended your first day of classes for that term, except for time spent in the armed services, on official church missions or with recognized international aid services of the U.S. government and extensions that have been approved in accordance with NCAA legislation. [Bylaw 12.8.1]
3. You are eligible at an institution other than the institution from which you have received or satisfied the requirements for a baccalaureate degree or an equivalent degree, if you meet the conditions of the one-time transfer exception [Bylaw 14.5.5.2.10] and you have eligibility remaining as set forth in Bylaw 12.8.1. [Bylaw 14.6.1]
4. You are eligible for championships, certified bowl games or the National Invitation Tournament that occur within 60 days of the date you complete the requirements for your degree. [Bylaw 14.6.3]

Outside Competition - All Sports Other Than Basketball.

You are not eligible in your sport for the remainder of the year and the next academic year if, during the academic year, you competed as a member of any outside team in any noncollegiate, amateur competition. You may compete outside of your declared playing and practice season as a member of an outside team in any noncollegiate, amateur competition during any official vacation period published in your institution's catalog. Competing in the Olympic Games tryouts and competition and other specified national and international competition is permitted. [Bylaw 17.31.1]

Exception: In men's and women's soccer, women's volleyball, field hockey and men's water polo, you may compete on outside amateur teams during the spring outside of the institution's playing and practice seasons, provided such participation occurs no earlier than May 1 and the remaining provisions of Bylaw 17.31.1.3 are met.

Outside Competition - Basketball Only

1. You are not eligible if, after you become a student-athlete, you participate in any organized basketball competition except while representing the institution in intercollegiate competition. Competing in the Olympic Games tryouts and competition and other specified national and international competition is permitted. [Bylaws 17.31.2]
2. It is permissible to participate as a member of a basketball team in an NCAA sanctioned summer basketball league or event during the period between June 15 and August 31 or the institution's opening day of classes, whichever comes earlier, provided the student-athlete has written permission from the institution's athletics director. [Bylaw 17.31.4]

Transfer Students Only

1. You are a transfer student if:
 - a. The registrar or admissions officer from your former institution certified that you officially were registered and enrolled at that institution in any term in a minimum full-time program of studies and you were present on the opening day of classes; or

- b. The director of athletics from your former institution certified that you reported for the regular squad practice that any staff member of the athletics department of your former institution announced before the beginning of any term. [Bylaw 14.5.2]
2. If you are a transfer student from a four-year institution, you are not eligible during your first academic year in residence unless you meet the provisions of one of the exceptions specified in Bylaw 14.5.5.2 or one of the waivers specified in Bylaw 14.7.2.
3. If you are a transfer student from a two-year institution, you are not eligible during your first academic year in residence at your new institution unless you meet the academic and residence requirements specified in Bylaw 14.5.4 or the exceptions specified in Bylaw 14.5.4.6.
4. If you transferred from a four-year college to a two-year college and then to your new institution, you are not eligible during your first academic year in residence at your new institution unless you meet the requirements specified in Bylaw 14.5.6.

UIW Student-Athlete Transfer Procedure

Once a student-athlete provides the institution with written notification of transfer, the compliance staff has two business days to enter the student-athlete's information into the Transfer Portal. **Specifically, student-athletes who compete in fall or winter sports must provide UIW Compliance Office with a written request to enter the NCAA Transfer Portal by May 1, 2023, and spring sports have until July 1, 2023.** Some of the information that would be entered into the NCAA Transfer Portal is: NCAA ID, date initiated, reason for transfer, and the dates the student-athlete attended the institution. The "date initiated" is important since that date would be considered a critical time stamp and triggers the permissible starting date for other institutions to contact and begin recruitment of the student-athlete. It was noted that the NCAA Transfer Portal is linked to the NLI Database and Eligibility Center Database so some information would be automatically populated based on the student-athlete's NCAA ID.

Once the initial information is entered into the NCAA Transfer Portal, the notification of transfer is submitted so other institutions can view and search the student-athlete in the Portal. The student-athlete, compliance administrator, and any other individual the institution designated will receive notification that the student-athlete was added to the Portal. Other institutions can view all student-athletes who have a current Notification of Transfer, and this comprehensive list of student-athletes can be filtered and converted to a PDF or Excel document. In addition, the institution has the ability to withdraw a student-athlete's Notification of Transfer, if requested by the student-athlete. The student-athlete and individuals on the institution's list receive notification of the withdrawal. The student-athlete will remain in the NCAA Transfer Portal with a notation that they were withdrawn.

After the Notification of Transfer is submitted, the institution must complete the Transfer Tracer section of the Portal. All of the information entered into the Transfer Tracer section is specific only to the institution in which the student-athlete is currently attending (i.e., does not include the prior institution).

Transgender Student-Athlete Participation

UIW's Athletics Department subscribes to the NCAA guidelines relating inclusion of transgender student-athletes undergoing hormonal treatment for gender transition. If you have any questions or concerns regarding these guidelines, please contact the Senior Associate Athletic Director/SWA or you can refer to the following link:

https://ncaaorg.s3.amazonaws.com/inclusion/lgbtq/INC_TransgenderHandbook.pdf

Countable Athletically Related Activities (CARA)

A countable athletically related activity (CARA) includes any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, any member or members of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations. NCAA regulations limit the amount of time coaches can require a student-athletes to be involved in CARA each day and week.

Time limitations on CARA:

Within the Declared Playing Season:

- A maximum of 4 hours per day and 20 hours per week
- One day off is required per week (except during conference and postseason championships).
- All competition and any activities associated with the competition count as 3 hours, regardless of the actual duration of the activities
- Practice may not be conducted following competition
- No class time may be missed due to practice activities except for conference/NCAA championships.
- Daily and weekly hour limitations do not apply during preseason practice prior to the first day of classes or during an institution’s official vacation period. If such vacation periods occur during any part of a week in which classes are in session, the daily and weekly hour limitations must be observed during that portion of the week and a day off must be provided.
- In basketball, a team is not required to take a day off in a week in which it participates in three contests, provided the student-athletes do not engage in any countable athletically related activities for two days during either the preceding week or the following week.

Outside the Declared Playing Season (during the academic year):

- A written record (8-hour report) of out-of-season activities for each student-athlete is required and documented in ACS
- Must have 2 calendar days off per week
- May require up to 8 hours per week of the following countable activities only:
 - a. Weight training and conditioning
 - b. Not more than four per week may be spent on skill-related instruction (or film review in football) outside the playing season

Below and on the next page are partial lists of common activities that count and do not count against daily and weekly time limits:

Countable Athletically Related Activities	Noncountable Athletically Related Activities
Competition (regardless of their length, count as three hours)	Training room activities (treatment, taping, rehab activities, medical examinations)
Practices (not more than four hours per day)	Study hall, tutoring or academic meetings
Athletics meetings with a coach initiated or required by a coach	Individual consultation with a coach initiated voluntarily by the student-athlete (as long as no countable activities occur)
Field, floor or on-court activity	Travel to and from practice and competition
Visiting the competition site in the sports of cross country and golf	Voluntary weight training not conducted by a staff member
Required weight-training and conditioning activities	SAAC Meetings/Captain Meetings
Required participation in camps and clinics	Life Skills workshops/educational programming
Setting up offensive and defensive alignment	Fundraising and public relations activities
Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff	Recruiting activities (serving as a student host)

Voluntary Athletically Related Activities

In order for any athletically related activity to be considered “voluntary,” all of the following conditions must be met:

1. The student-athlete must not be required to report back to coach or other athletics department staff member any information related to the activity. In addition, no athletics department staff member who observes the activity may report back to the student-athlete’s coach any information related to the activity;
2. The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time. However, it is

permissible for an athletics department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities. In addition, for student-athletes who have initiated a request to engage in voluntary activities, the institution or an athletics department staff member may assign specific times for student-athletes to use institutional facilities for such purposes and inform the student-athletes of the times in advance;

3. The student-athlete's attendance and participation in the activity may not be recorded for the purpose of reporting such information to coaching staff members or other student-athletes; and
4. The student-athlete may not be subject to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives to a student-athlete based on his or her attendance or performance in the activity.

Summer Practice

1. It is not permissible to reserve facilities during the summer, except to participate in permissible individual workouts in individual sports, at the request of the student-athletes. Men's and Women's Basketball summer activity is limited to a maximum of eight hours per week with not more than two hours per week spent on skill-related instruction. Football summer activity is limited to a maximum of eight hours per week with not more than two hours per week spent in film review. Participation is limited to the period of the institution's summer term or terms (opening day of classes through last day of final exams) in which the student-athlete is enrolled.
2. During vacation periods and summer, strength and conditioning coaches who are not countable coaches and who perform such duties on a department-wide basis may design and conduct specific workout programs for student-athletes, provided such workouts are voluntary and conducted at the request of the student-athlete.
3. It is permissible for strength and conditioning coaches, during the summer to design and conduct specific workout programs for student-athletes, provided such workouts are voluntary and conducted at the request of the student-athlete. Such workouts shall not be considered a countable athletically related activity when conducted by strength and conditioning coaches who are not countable coaches and who perform such duties on a department-wide basis.

Rules Violations

The Compliance Staff will meet with all student-athletes to assure initial and continuing eligibility requirements and to review regulations pertaining to financial aid, amateurism, recruiting, gambling, drug education and drug testing. The Compliance Office will strive to maintain open lines of communication with student-athletes to assure they are comfortable with recognizing and reporting possible alleged violations to their coaches, the Compliance Office, or other members of the Athletics Department Administration. Educational emails will be sent out each semester.

The Compliance Office will serve as the Athletics Department interpretation center. Any questions concerning compliance, the NCAA manual or rules interpretations should be directed to the Compliance Office. If nobody in the compliance office is unavailable, questions should be directed to the Athletic Director who can contact a Compliance staff person, if needed. Additional information may be requested in writing, even if the request was originally submitted via telephone or in person.

If the Compliance Office cannot satisfactorily answer an inquiry, or if further explanation or supportive material is required, the Conference Office and NCAA Academic and Membership Affairs can provide interpretations.

Coaches and athletics staff members **MAY NOT** contact the Conference Office or NCAA Academic and Membership Affairs; however, they should not hesitate to contact the Compliance Office at any time. Be sure before you act!

Grant-In-Aid-Policy

1. **General Procedure** – *All athletic grant-in-aid shall be administered according to applicable NCAA rules and regulations. The compliance office will be producing all Financial Aid Agreements for the athletic department.*
 - a. Financial Aid Agreements will be produced by the compliance office, completed and signed by administration.
 - b. The forms are then returned to the Head Coach or designee for dispersal to the student-athlete.
 - c. The student-athlete signs and returns the scholarships, keeping a copy for his or her records.
 - d. All completed athletic grant-in-aid forms must be sent directly to the Compliance Office by mail, by fax at 888-600-2481 or scanned and sent by email to dollison@uiwtx.edu.
2. **Permission to Offer** – Before a scholarship can be officially offered, the following criteria must be met:
 - a. The scholarship must be budgeted.
 - b. The student-athlete must have a reasonable chance of being admitted to UIW. *Note: The student-athlete must be eligible under NCAA regulations for the grant-in-aid to be valid.
 - c. **Any scholarship offered to a prospect (high school or transfer) must first have a transcript evaluation performed by the compliance office BEFORE the scholarship papers will be produced and forwarded to the appropriate athletic department.**
3. **Initial Grants-In-Aid** – *Athletically related financial aid being awarded to a student-athlete for the first time may be submitted for acceptance at the time appropriate for signing the award.*
4. **Renewal Grants-In-Aid** – The NCAA and UIW require that **all student-athletes currently on an athletic grant-in-aid be notified about the renewal status of the financial aid by July 1 of each year.** If the grant-in-aid is to be reduced or not renewed, the Financial Aid Office will inform the student-athlete of his or her right to a hearing.
5. **Grant-In-Aid Termination** – Any gradation or cancellation of aid is permissible only if such action is taken for proper cause by the regular disciplinary or scholarship awards authorities of UIW. Additionally, the student-athlete must have an opportunity for a hearing.
 - a. Institutional aid **may not** be reduced or canceled during the period of its award:
 1. On the basis of a student-athlete's ability or contribution to a team's success; or
 2. Because of an injury that prevents the recipient from participating in athletics; or
 3. For any other athletics reason.
 - b. Institutional aid **may** be canceled during the period of award if the recipient:
 1. Renders him or herself ineligible for intercollegiate competition; or
 2. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
 3. Engages in serious misconduct warranting substantial disciplinary penalty, or;
 4. Voluntarily withdraws from a sport at any time for personal reasons.

Grant-In-Aid Renewals & Nonrenewals

The renewal or non-renewal of financial aid based on athletic ability must be made on or before **July 1st** for the upcoming year. The Financial Aid Office will notify in writing each student-athlete who received aid the previous year and who has remaining eligibility in the sport, which previously awarded the aid. The following is a description of the procedure:

1. All renewal information, including scholarship amount, must be sent to the Compliance Office.
2. The Compliance Office will produce and distribute to the appropriate coach the renewal scholarship offer.
3. The Financial Aid Office produces a renewal/reduction letter and sends the letter to the student-athlete.
4. Student-athlete may appeal the reduction or cancellation of an award decision.
5. If the student-athlete appeals, the athletic committee will set and hold a hearing.
6. If the committee decides in favor of the student-athlete, the Athletic Department shall generate a new grant-in-aid.

To ensure that renewal and non-renewal letters are distributed by July 1, the Compliance Office will produce and distribute to coaches a report in which coaches are to return to the Compliance Office. On this form, the coach will specifically

indicate if an athlete's scholarship will be renewed, decreased or not renewed for the next academic year.

Appeal Process

- 1. Informal Resolution.** The goal of informal resolutions is to resolve disputes among student-athletes, coaches, administrators and staff without resort to a formal grievance procedure. Individuals should make reasonable and good faith efforts to resolve disputes with each other directly, promptly, and informally. Persons seeking to resolve a dispute informally may seek the assistance of staff members of the Compliance Office, as appropriate.
- 2. Formal Hearing Process.** If informal resolution is not possible and not accomplished, then the grievant may initiate a formal hearing process. In order to initiate the process, the grievant shall submit a written request for an appeal to the Compliance Office within 10 business days of the transfer denial or financial aid reduction/termination. Any requests submitted after the expiration of 10 business days are rendered unacceptable and will not be heard or examined. Further, all requests must describe the reasons that the grievant believes the transfer denial or financial aid reduction/termination should be overturned.
- 3. Composition of Athletic Committee.** If a formal hearing is appropriately requested, then a committee of individuals from outside the Athletics Department shall be convened to hear the complaint. The Faculty Athletics Representative serves as the Chair of the Committee and has the authority to appoint committee members. The Athletic Committee will consist of three members:
 - a. The Chair of the Athletic Committee
 - b. Two other members of the UIW staff outside of athletics
- 4. Notification of Hearing.** If a formal hearing is appropriately requested, then the Athletic Committee shall set a date to hear the appeal of the grievant within 10 business days of receipt of the grievant's request. The hearing will occur on the campus of UIW. The Chair shall notify both the grievant and respondent of the composition of the Athletic Committee, as well as the date, time and venue for the Hearing. Objections to the participation of the particular Athletic Committee members must be submitted in writing to the Committee Chair in advance of the Hearing. The Chair's decision on the objection is final and binding.

Ex-Parte Communication. Other than the notice and opportunity for inclusion in the appeal process, no member of the Athletic Committee nor the grievant or respondent may directly or indirectly communicate any issue in connection or relevant to the appeal with anyone associated with the matter on appeal or any other person associated with a party to the appeal.

Athletic Committee Procedures

- 1. Who May Attend.** Only members of the Athletic Committee, the grievant, and the respondent may attend the full Hearing. Other witnesses may be present only if giving pertinent testimony. A committee member shall be disqualified if the member determines that he or she could not act without unfair bias or prejudice in reaching a decision. ***Note that the hearing process is an internal, professional procedure for resolving disputes; therefore it should not be construed as a formal legal proceeding. Thus, while an individual may seek legal advice pertaining to the process, lawyers representing the grievant or respondent (or their witnesses) are specifically prohibited from attending any portion of the Hearing.***
- 2. Record of Committee Proceedings.** If requested by the grievant or respondent, or at the discretion of the institution, the Hearing shall be audio recorded. The Chair shall maintain a written record of all action taken by the Committee on a particular grievance and shall make this record available to the parties to the grievance on request, at the requesting parties expense. In no event, however, should the vote of an individual Committee member be audio recorded or disclosed and the record shall be maintained in such a manner as to preserve the confidentiality of the votes of individual Athletic Committee members.
- 3. Decorum.** Proper and professional decorum is required during the Hearing. The Chair may exclude from the Hearing any person who fails to maintain a proper and professional decorum.

- 4. Evidence and/or Documentation.** The grievant and the respondent may introduce evidence and/or documentation at the Hearing. No rigid rules of evidence will be in effect. The Committee may allow hearsay testimony. The Committee may exclude character evidence and evidence that is irrelevant or unduly repetitious. The Committee may limit both the number of witnesses and the time granted to each witness during the Hearing.
- 5. Failure to Appear.** Failure of the grievant or the respondent to appear at the Hearing shall not prevent the Hearing from proceeding. The Committee may, however, decide to cancel the Hearing if the grievant or the respondent is not present.
- 6. Order of Presentation.** The grievant shall proceed first, followed by the respondent, specifically as follows:
 - a. Presentation by the student-athlete (grievant) – 20 minutes or less.
 - b. Presentation by the coach (respondent) – 20 minutes or less.
 - c. Rebuttal by the student-athlete (grievant) – 10 minutes or less.
 - d. Rebuttal by the coach (respondent) – 10 minutes or less.
 - e. Questions from the Committee to grievant and/or respondent – no time limit.
 - f. Conclusion of hearing – grievant, respondent and witnesses excused.
 - g. Deliberation and decision – no time limit.
- 7. Extension of Allotted Time.** The Chair of the Committee shall have the exclusive authority and discretion to grant an extension of the time limits noted in the Order of Presentation.
- 8. Questioning.** The grievant and the respondent shall have a reasonable opportunity to rebut opposing evidence. Committee members may question the grievant, the respondent, and witnesses.
- 9. Committee Deliberation and Decision.** After the Hearing is concluded, the Chair of the Committee shall excuse the grievant and the respondent and all witnesses. The Committee shall then discuss the arguments, evidence and documentation presented during the Hearing. The Chair shall poll the members of the Committee present at the Hearing by secret ballot on the question of whether to sustain the grievance. The decision of the Athletic Committee will be determined by a simple majority vote of the Athletic Committee members. In reaching a decision, the Athletic Committee should reach a reasonable conclusion, considering the interests of the institution and the student-athlete.
- 10. Remedies.** The Athletic Committee may sustain the decision regarding contact or financial aid, modify the decision as requested by the student-athlete, or modify the decision in any other way, as long as it deems the result reasonable based on its consideration of the interests of the institution and the student-athlete. However, any remedy cannot constitute a violation of NCAA or Southland Conference regulations, nor can any remedy cause any student-athletes, coaches, administrators, staff or the University to be in violation of NCAA or Southland Conference regulations.
- 11. Report of the Decision.** The Chair of the Committee shall report the decision in writing to the Compliance Office. The Compliance Office will promptly report the decision to the grievant, the respondent, the Athletic Director and any other appropriate body with whom the decision directly affects.
- 12. Finality of the Decision.** The decision of the committee is final and may not be appealed to any other individual or entity at University of the Incarnate Word, the Southland Conference or the NCAA. The grievant may request the Chair to consider newly discovered information that existed at the time of the Hearing that would in reasonable probability change the Athletic Committee's decision. The decision as to whether the information represents newly discovered facts and whether it likely would have changed the decision of the Athletic Committee will be made by the Chair. The decision rendered by the Chair on this issue is final and may not be appealed.

Drugs

- 1.** If the NCAA tests you for the banned drugs listed in Bylaw 31.2.3.1 and you test positive (consistent with NCAA drug-testing protocol), you will be ineligible to participate in regular-season and postseason competition for one calendar year (i.e., 365 days) after your positive drug test, and you will be charged with the loss of a minimum of one season of competition in all sports in addition to any seasons already used per the legislation. If you test positive for a "street drug," you shall be withheld from competition for the next 50 percent of a season in all sports (i.e., the next contests/dates of competition equal to 50 percent of a season). Further, prior to returning to competition, you must

test negative and have your eligibility restored by the NCAA Division I Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5.1 and 18.4.1.5.2]

2. If you test positive a second time for the use of any drug, other than a "street drug" as defined in Bylaw 31.2.3.4, you will lose all remaining regular-season and postseason eligibility in all sports. [Bylaw 18.4.1.5.6]
3. If you test positive for the use of a "street drug" after having tested positive for the use of a "street drug," you shall be charged with the loss of one additional season of competition in all sports and also shall remain ineligible for regular-season and postseason competition for one calendar year (i.e., 365 days). [Bylaw 18.4.1.5.6]
4. If you are in breach of the NCAA drug-testing program protocol (e.g., no-show) you shall be considered to have tested positive for the use of any drug other than a "street drug" and you are subject to the same penalty for testing positive for the use of a banned drug other than a "street drug." [Bylaw 18.4.1.5.3]
5. If you are involved in a case of clearly observed tampering with an NCAA drug test sample, as documented per NCAA drug-testing crew member, you shall be charged with the loss of a minimum of two season of competition in all sports. Further, prior to returning to competition, you must test negative and have your eligibility restored by the NCAA Division I Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5.3.1]

Non-NCAA Athletics Organization Positive Drug Test – All Sports.

1. If you test positive for banned substances by a non-NCAA athletics organization, you must notify your director of athletics regarding the positive drug test. You also must permit the NCAA to test you for the banned drugs listed in Bylaw 31.2.3.1.
2. If the result of the NCAA drug test is positive, you are subject to the same penalty as established in Bylaw 18.4.1.5.1.
3. The director of athletics must notify the NCAA chief medical officer in writing regarding a student-athlete's disclosure of a previous positive drug test administered by any other athletics organization.
4. If you transfer to a non-NCAA institution while ineligible and compete in collegiate competition within the 365-day period at a non-NCAA institution, you will be ineligible for all NCAA regular-season and postseason competition until you do not compete in collegiate competition for a 365-day period. Further, prior to returning to competition, you must test negative and have your eligibility restored by the NCAA Division I Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5.5]
5. A student-athlete under a drug-testing suspension from a national or international sports governing body that has adopted the World Anti-Doping Agency code shall not participate in NCAA intercollegiate competition for the duration of the suspension. [Bylaw 18.4.1.5.8]
6. The institution and student-athlete shall be held accountable for all drugs within the banned-drug classes regardless of whether they have been specifically identified. [Bylaw 31.2.3.1]

Exhausted Eligibility Policy

It is the Athletic Department's intent to reward those student-athletes who have exhibited outstanding academic and athletic performance, by providing the opportunity and motivation for student-athletes to complete their college degree by offering additional financial aid to its most deserving student-athletes. NOTE: This scholarship is not for the purpose of adding a minor or double major (or concentration). The intent of this scholarship is to assist student-athletes in completing their primary degree objective.

Criteria:

Any award of exhausted eligibility financial aid is at the discretion of the scholarship committee. Exhausted eligibility aid shall be available to scholarship student-athletes who meet the following qualifications:

- Student-athlete has an audit from his/her academic advisor indicating that he/she is within a year of completing the requirements for a Bachelor's degree
- Student-athlete has not previously received a total of more than five years of athletically related grant
- Student-athlete is within six years after initial enrollment in a collegiate institution
- Student-athlete has competed at the University of the Incarnate Word for at least two years

- Student-athlete will not use eligibility in any other sport
- Student-athlete is in good academic standing by the University of the Incarnate Word standards and is maintaining satisfactory progress toward his/her degree

Amount:

Exhausted eligibility athletic grants may not exceed the percentage of the student-athlete recipient’s athletic award during the student’s last period of enrollment at the University. *****Please be advised Exhausted Eligibility covers tuition only.**

Please note: Fifth-year aid upon completion of eligibility is not an entitlement or part of your academic year financial aid agreement. It is awarded at the discretion of the scholarship committee. Factors that may be considered in deciding to award the aid include the availability of funds and fulfillment of academic and team obligations. Fifth-year aid is intended for completion of your baccalaureate degree, and not to pursue an additional minor, second degree, or master’s degree.

Reporting & Investigating Violations

1. A possible alleged violation is brought to the attention of the Athletic Department or directly to the Compliance Office.
2. The Athletic Department notifies the Compliance Office of the violation.
3. The Compliance Office informs the Director of Athletics and the Faculty Athletics Representative. In some infractions cases, UIW legal counsel and University President are notified as well.
4. The Compliance Office notifies the Director of Athletics that an inquiry has been initiated.
5. The Compliance Office interviews the individuals implicated in the alleged violation to determine the validity of the complaint.
6. Based on the information gathered in the preliminary inquiries, the Compliance Office determines which NCAA regulations may have been violated and reports the findings to the Director of Athletics and the Faculty Athletic Representative.
7. A final report, with findings and recommended penalties, will be forwarded to the Southland Conference, the University President, the Director of Athletics, and the Faculty Athletics Representative and the NCAA based on the policies for reporting infractions. If applicable, a request for student-athlete reinstatement will be made at this time.
8. The Director of Athletics will implement any penalties called for in the final report. If applicable, a letter of information (admonishment or reprimand) will be kept in the file of all departmental staff involved.
9. The Compliance Office will implement any changes in policy or procedures called for in the final report.
10. The Compliance Office will provide continuing education for all parties involved, and will cover at the next staff compliance meeting to ensure a sound and thorough understanding of NCAA regulations.



Strength & Conditioning



Strength & Conditioning Staff

Name	Title	Phone/Email
Bret Huth	Assistant Athletic Director of Strength & Conditioning	bhuth@uiwtx.edu
Clark Eysers	Assistant Strength & Conditioning Coach	eyers@student.uiwtx.edu
Drake Hughes	Assistant Strength & Conditioning Coach	shughes@student.uiwtx.edu
Brian Boyne	Assistant Strength & Conditioning Coach	bboyne@student.uiwtx.edu
Nathan Warnock	Assistant Strength & Conditioning Coach	nwarnock@student.uiwtx.edu
Kyle Hashimoto	Assistant Strength & Conditioning Coach	kwhashim@uiwtx.edu

UIW Strength & Conditioning Phone: (210) 829-2755 (Benson Fieldhouse)

Strength & Conditioning Mission

The mission of the UIW Strength & Conditioning Staff is made up of 3 pillars:

Pillar 1- Physical Preparation: Provide our student-athletes with the best coaches, programs & resources to assist them in developing the physical attributes necessary to be top performers in their chosen sport.

Pillar 2- Mental Preparation: Consistently place our student-athletes into challenging and uncomfortable situations to bring forth their best effort. This is emphasized so our student-athletes can learn to embrace adversity, effectively problem solve in stressful situations and maintain a high level of focus when fatigued.

Pillar 3- Personal Accountability: Everyone has their own idea of what being successful means. For us, we want all of our student-athletes to become the very best they are capable of becoming. The absolute best version of themselves. We will not tolerate behavior patterns and personal habits that hinder the success of the student-athlete and / or their teammates.

Program Goals

1. Provide an intense training environment with the safety of the student-athlete being our top priority.
2. Instill a sense of accountability and ownership in both team and individual athletic achievement.
3. Work effectively with our sport coaches & sports medicine staff in keeping injury rates down and performance levels up.
4. Develop athleticism: Improve the physical and mental qualities needed for top performance.
5. Develop strength: Improve the ability to apply more force.
6. Develop power: Improve the ability to apply force at a faster rate.
7. Provide programs that are as brief, organized and intense as possible.

UIW Strength & Conditioning Facilities / Services

Benson Fieldhouse Weight Room: Services all sports; Main Features:	Convocation Center Weight Room: Services Men's / Women's Basketball & Volleyball. Main Features:
Regupol / Aktiv Pro flooring with 10 inlaid platforms	Regupol / Aktiv Pro flooring with 5 inlaid platforms
10 Custom designed rack systems	2 Wall mounted rack systems
8 Custom designed dip / pulley systems.	3 Floor mounted rack system
Over 7,300 lbs of free weight resistance in the form of barbells, dumbbells & kettlebells	4,380 lbs of free weight resistance in the form of barbells & dumbbells
Med balls ranging from 4 to 20lbs	Padded plyo boxes
3 Sided plyo boxes	Lax balls, foam rollers, bands, belts & straps
Pit Shark Adjustable belt squat / dip machine	
3 Keiser M-3 magnetic resistance bikes	
3 Keiser M-3 magnetic total body trainers	
Lax balls, foam rollers, bands, chains, belts & straps	

Nutrition Information

Nutrition Table: Services all sports (Benson Fieldhouse Weight Room)

Provides pre- and post-training calorie & nutrient replenishment in the form of assorted fruits, snacks & recovery drinks.

Facility Guidelines

1. Scheduled team/athletes will have priority use.
2. All facility scheduling is coordinated directly through head strength and conditioning coach.
3. Only current UIW student-athletes, coaches and athletic department staff may use the Benson and Convocation Center weight rooms.
4. A member of the UIW strength and conditioning staff must be present for all training sessions.
5. UIW colors at all times. Gear from other schools will not be tolerated. Period.
6. Proper training attire will be determined by the UIW strength and conditioning staff.
7. Cell phones off! No headphones!
8. Stereo use will be determined solely by the UIW strength and conditioning staff.
9. Water and electrolyte replenishes only. Closed containers please. No food on weight room floor.
10. Respect the room, its equipment, our staff and your teammates.

Sports Medicine

The mission of the Sports Medicine Department of the University of the Incarnate Word is to provide sports medicine care, respect, professionalism, privacy, efficiency and efficacy to all student-athletes of the University of the Incarnate Word Athletics Department regardless of race, color, nationality, ethnic origin, gender, age, or disability. The motto for the department is “How will this decision make it better for the student-athlete and the University?”

The Sports Medicine Department is responsible for the sports medicine aspect of the UIW Athletics Department. This department will help the student-athlete with any medical issues they may have while participating for UIW in their respective sport(s).

UIW Sports Medicine athletic trainers are all nationally certified by the Board of Certification for Athletic Trainers and licensed by the Texas Department of Licensing and Registration. UIW also works with team physicians from Ortho San Antonio and collaborate with several different departments within the University that includes the School of Optometry, Physical Therapy, and the School of Medicine.

There are three (3) athletic training rooms available for the student-athletes: The Natatorium Athletic Training Room, the Convocation Athletic Training Room, and the Benson Fieldhouse Athletic Training Room. All athletic training rooms are open every day during normal business hours and at other times by appointment or during special events.

Name	Title	Sport(s)	Phone	Email
Salvino Cervantes	Associate Athletics Director of Sports Medicine	N/A	(210) 283-6481	Scervan1@uiwtx.edu
Jerry Salazar	Assistant Athletics Director of Sports Medicine	Men’s Basketball Men’s/Women’s Swim & Dive Cheer & Dance	(210) 283-6481	jssalaza@uiwtx.edu
DonLouise Martens	Senior Athletic Trainer & Insurance Coordinator	Women’s Soccer	(210) 829-3834	dmartens@uiwtx.edu
April Hernandez	Athletic Trainer	Baseball	(210) 805-3063	ajherna5@uiwtx.edu
Caitlin Allision	Athletic Trainer	Softball Men’s/Women’s Fencing	(210) 829-3834	cnalliso@uiwtx.edu
Anthony Kiser	Athletic Trainer	Women’s Basketball Men’s/Women’s Golf	(210) 805-3826	ankiser@uiwtx.edu
Agustin Melendez	Athletic Trainer	Football	(210) 805-3063	agmelend@uiwtx.edu
Ariana Duran	Athletic Trainer	Men’s Basketball Artistic Swimming	(210) 805-3826	aeduran@uiwtx.edu
TBD	Athletic Trainer	Men’s Soccer Men’s & Women’s Tennis	(210) 829-3834	TBD
Michaela Arteaga	Graduate Assistant Athletic Trainer	Men’s/Women’s Cross Country/Track & Field	(210) 829-3834	mcarteag@student.uiwtx.edu
Sarah Navarro	Graduate Assistant Athletic Trainer	Football	(210) 805-3063	sanavarr@student.uiwtx.edu

Student-Athlete Responsibility

- Student-athletes are to report any sickness or injury immediately to the sports medicine staff.
- All student-athletes must sign-in/log-in before receiving services from a staff member.
- Student-athletes will be serviced in the order of arrival except in the case of serious injury or special circumstances as determined by staff members.
- No shoes of any type will be permitted in the athletic training rooms unless approved by a staff member.
- All student-athletes must shower if receiving services after participation or if requested by a staff member.
- Student-athletes are not permitted to bring/have food or tobacco products in the athletic training rooms.
- Student-athletes must wear appropriate attire (t-shirt, shorts, and socks) always while in the athletic training rooms.
- Student-athletes may not dress, change, or undress while in the athletic training rooms.
- Student-athletes may not have electronic devices (mp3 players, cameras, cell phones, tablets, laptops) in the athletic training room without approval from a staff member.
- Student-athlete may not take pictures or videos in the athletic training rooms at any time.
- Student-athletes may not perform any self-administered treatments or therapies unless instructed and approved by a staff member.
- Student-athlete equipment, bags, books, purses, and other personal items are to be left outside the athletic training rooms.
- Student-athletes are to act responsibly and courteously while in the athletic training rooms. Profanity, horseplay, and other vulgar/irresponsible actions will be cause for disciplinary action.
- Student-athletes are not to remove any supplies or equipment from the athletic training rooms unless approved by a staff member.
- Student-athletes may not use athletic training room computers, televisions, radios, gaming stations, or telephones without authorization from a staff member.

Health Insurance

- The student-athlete is responsible for providing proof of primary *and* secondary insurance to all medical providers. Proof of secondary insurance can be obtained from the sports medicine department.
- It is the student-athlete's responsibility to sign all **PRIMARY** and/or **SECONDARY** insurance claim forms for each claim to be processed and paid according to procedures.
- The secondary insurance claim form will be filled out by the sports medicine department. The student-athlete may be required to sign the claim form. If so, it will need to be signed within 90 days from the date of the accident.
- The secondary insurance claim form must be turned in to the secondary insurance company within 90 days from the date of the accident.
- That all medical treatments must take place within 90 days of the initial injury in order to be considered for coverage by the secondary insurance policy.
- That all medical providers are responsible for providing an itemized bill and the primary insurance company's explanation of benefits forms to the secondary insurance company for consideration of payment and that it is the student-athlete's responsibility to confirm that all medical providers know to provide the itemized bill and primary insurance explanation of benefits forms to the secondary insurance company.
- The secondary insurance company will provide an explanation of benefits form to both the student-athlete and the University's sports medicine department.
- ***Charges may incur which are NOT covered by the University or its secondary insurance company because they are above and beyond usual and customary insurance pricing or are considered experimental medical treatments. The student-athlete WILL BE financially responsible for these possible costs.***

- All secondary medical insurance claims cover medical costs for each injury up to two (2) years from the date of injury on the secondary insurance claim form.
- Each insurance company, primary and secondary, may take up to 30-45 days to process a claim; therefore, claims may take up to 90 days to be processed in which time the student-athletes and/or their parents/guardians may receive medical bills from the providers.
- **The student-athlete is ultimately financially responsible for any and all medical bills that may incur because of an injury and/or illness while participating in intercollegiate athletics for UIW. The student-athlete's/parent's/guardian's credit report may be negatively affected if they fail to recognize/pay the incurred medical bills.**
- The sports medicine department and the secondary insurance company will assist in settling disputed claims and bills from medical providers **if the student-athlete presents the issues in a timely manner.**
- All secondary insurance claim forms will be completed by a member of the sports medicine department. These claim forms will be submitted to the secondary insurance company by the sports medicine department.
- Student-athletes may request a copy of the claim form; however, no copy will be accepted by the secondary insurance company as an original claim form for processing medical bills; moreover, all secondary insurance claims forms must be submitted by the sports medicine department to the secondary insurance company for claims consideration.

Sports Medicine Department Billing

Notice

Beginning June 1, 2018, the University of the Incarnate Word Sports Medicine Department will begin billing all student-athlete's primary insurance for services that are rendered within the sports medicine facilities on the University campus.

Reasoning

The University of the Incarnate Word Sports Medicine Department has provided primary care, emergency care, injury prevention, rehabilitation, medical education, and medical counseling services for all student-athlete who have participated in intercollegiate athletics for years at no cost to the student-athlete or their parents/guardians. With increases in the cost of providing all these services and operating facilities, the University can no longer continue to provide the same level of care without changing processes. In order to offset these rising costs, the University will bill primary insurance for sports medicine related services rendered within the athletic training rooms. This facilitates a continuation of improving health care services without putting any financial burden on the student-athlete or parents/guardians.

Education of billing practices

- All health insurance plans will be accepted regardless of network affiliation and the insurance companies will be billed directly.
- Any out of pocket costs (co-pay, co-insurance, deductible) that are due by the student-athlete and/or parent/guardian as required by the insurance company will be covered by the University. Neither the student-athlete nor parents/guardians will receive a bill for these services from the Sports Medicine Department or University. The University will pay any member responsibility for billed procedures within the sports medicine department.
- The student-athlete and/or parent/guardian will receive an Explanation of Benefits (EOB) form from their insurance company each time a charge is filed by the Sports Medicine Department. As stated on the form, THIS IS NOT A BILL. The student-athlete/parent/guardian should send a copy of any Explanation of Benefit form received to the Sports Medicine Department for evaluation and the University will cover any outstanding balance as described on the EOB.

Requirements

- As outlined in the Primary Insurance Statements, all student-athletes are required and agree to have some type of primary medical insurance coverage prior to and during participation in intercollegiate athletics.
- Student-athlete must upload their insurance information into the medical database as well as a copy of their insurance card (front and back) or they must present the insurance card to the Sports Medicine Staff for processing.
- Student-athletes who purchase the University's student insurance will be able to obtain a temporary insurance card in August. Afterwards, students should be able to download a copy of their card from the student insurance website. The Sports Medicine Department can assist with this if needed.
- Verification of insurance coverage will take place on a regular basis; therefore, should the student-athlete's primary insurance information change, the student-athlete is required to update that information as soon as possible either through the medical database or by presenting the information to a Sports Medicine staff member.

Frequently Asked Questions

A list of frequently asked questions is available on the Sports Medicine website.

Questions and concerns

All questions, concerns or further information can be directed to the Associate Athletics Director Sports Medicine.

Physical Exams

Per NCAA requirements, all student-athletes must abide by the following bylaws:

17.1.5 Mandatory Medical Examination. Prior to participation in any practice, competition or out-of-season conditioning activities (or in Division I, permissible voluntary summer conditioning or individual workouts, or permissible required summer athletic activities in basketball and football), student-athletes who are beginning their initial season of eligibility and students who are trying out for a team shall be required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician). A nurse practitioner whose state medical licensure allows for health care practice independent of physician supervision may complete the medical examination without supervision by a physician. The examination or evaluation must be administered within six months prior to participation in any practice, competition or out-of-season conditioning activities. In following years, an updated history of the student-athlete's medical condition shall be administered by an institutional medical staff member (e.g., sports medicine staff, team physician) to determine if additional examinations (e.g., physical, cardiovascular, neurological) are required. The updated history must be administered within six months prior to the student-athlete's participation in any practice, competition or out-of-season conditioning activities for the applicable academic year. (Adopted: 1/8/07 effective 5/1/07, Revised: 8/5/08, 6/5/15, 10/29/15)

17.1.5.1 Sickle Cell Solubility Test. The examination or evaluation of student-athletes who are beginning their initial season of eligibility and students who are trying out for a team shall include a sickle cell solubility test, unless documented results of a prior test are provided to the institution or the prospective student-athlete or student-athlete declines the test and signs a written release. (Adopted: 4/29/10 effective 8/1/10, Revised: 5/3/10)

Substance Abuse

Athletics Department Substance Abuse Policy

The UIW Athletic Department's Substance Abuse Policy and Procedure Manual can be found on the Sports Medicine's web page at uiwcardinals.com/sportsmedicine.

2022-2023 NCAA Banned Drug List: https://ncaaorg.s3.amazonaws.com/ssi/substance/2022-23NCAA_BannedSubstances.pdf

2022-23 NCAA Banned Substances

NCAA Division I Bylaw 12 and NCAA Divisions II and III Bylaw 14 require that schools provide drug education to all student-athletes. The athletics director or athletics director's designee shall disseminate the list of banned-drug classes to all student-athletes and educate them about products that might contain banned drugs. All student-athletes are to be notified the list may change during the academic year, that updates may be found on the NCAA website (ncaa.org) and informed of the appropriate athletics department procedures for disseminating updates to the list. It is the student-athlete's responsibility to check with the appropriate or designated athletics and/or medical staff before using any substance.

The NCAA bans the following drug classes:

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

Note: Any substance chemically/pharmacologically related to any of the classes listed above and with no current approval by any governmental regulatory health authority for human therapeutic use (e.g., drugs under pre-clinical or clinical development or discontinued, designer drugs, substances approved only for veterinary use) is also banned. All drugs within the banned-drug class shall be considered to be banned regardless of whether they have been specifically identified. Examples of substances under each class can be found at ncaa.org/drugtesting. There is no complete list of banned substances.

Substances and Methods Subject to Restrictions:

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

NCAA Nutritional/Dietary Supplements:

Before using any nutritional/dietary supplement product, a student-athlete should review the product and its label with the appropriate athletics department and/or medical staff.

1. Many nutritional/dietary supplements are contaminated with banned substances not listed on the label.
2. Nutritional/dietary supplements, including vitamins and minerals, are not well-regulated and may cause a positive drug test.

3. Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
4. Any product containing a nutritional/dietary supplement ingredient is taken at your own risk.

As part of its responsibility to provide education about banned substances, athletics department staff should consider providing information about supplement use and the importance of having nutritional/dietary products evaluate by qualified staff members before consuming. The NCAA has identified Drug Free Sport AXIS™ (AXIS) as the service designated to facilitate student-athlete and institutional review of label ingredients in medications and nutritional/dietary supplements. Contact AXIS at 816-474-7321 or dfsaxis.com (password ncaa1, ncaa2 or ncaa3).

THERE IS NO COMPLETE LIST OF BANNED SUBSTANCES. DO NOT RELY ON THIS LIST AS EXHAUSTIVE OR TO CONFIRM OR RULE OUT ANY LABEL INGREDIENT THAT MAY CONTAIN A POTENTIAL BANNED SUBSTANCE.

Many nutritional/dietary supplements are contaminated with banned substances not listed on the label. It is the student-athlete's responsibility to check with the appropriate or designated athletics and/or medical staff before using any substance

Drug Classes	Some Examples of Substances in Each Class	
Stimulants	Amphetamine (Adderall) Caffeine (Guarana) Cocaine Dimethylbutylamine (DMBA; AMP) Dimethylhexylamine (DMHA; Octodrine) Ephedrine Heptamino l Hordenine Methamphet amine <i>Exceptions: Phenylephrine and Pseudoephedrine are not banned.</i>	Methylhexanamine (DMAA; Forthane) Methylphenidate (Ritalin) Mephedrone (bath salts) Modafinil Octopamine Phenethylamines (PEAs) Phentermine Synephrine (bitter orange)
Anabolic Agents	Androstene dione Boldenone Clenbutero l Clostebol DHCMT (Oral Turinabol) DHEA (7- Keto) Drostanolone Epitrenbolone Etiocholanolone Methandienone	Methasterone Nandrolone (19-nortestosterone) Norandrostedione Oxandrolone SARMS [Ligandrol (LGD-4033); Ostarine; RAD140; S- 23] Stanozolol Stenbolone Testosterone Trenbolone
Alcohol and Beta Blockers (banned for rifle only)	Alcohol Atenolol Metoprolol Nadolol	Pindolol Propranolol Timolol
Diuretics and Masking Agents	Bumetanide Spironolactone (Canrenone) Chlorothiazide Furosemide <i>Exceptions: Finasteride is not banned.</i>	Hydrochlorothiazide Probenecid Triamterene Trichlormethiazide

Narcotics	Buprenorphine Dextromoramide Diamorphine (heroin) Fentanyl, and its derivatives Hydrocodone Hydromorphone Methadone	Morphine Nicomorphine Oxycodone Oxymorphone Pentazocine Pethidine
Cannabinoids	Marijuana Synthetic cannabinoids (Spice; K2; JWH-018; JWH-073) Tetrahydrocannabinol (THC, Delta-8)	
Peptide Hormones, growth factors, related substances and mimetics	Growth hormone (hGH) Human Chorionic Gonadotropin (hCG) Erythropoietin (EPO) <i>Exceptions: Insulin, Synthroid and Forteo are not banned.</i>	IGF-1 (colostrum; deer antler velvet) Ibutamoren (MK-677)
Hormone and Metabolic Modulators	Anti-Estrogen (Fulvestrant) Aromatase Inhibitors [Anastrozole (Arimidex); ATD (androstatrienedione); Formestane; Letrozole] PPAR-d [GW1516 (Cardarine); GW0742] SERMS [Clomiphene (Clomid); Raloxifene (Evista); Tamoxifen (Nolvadex)]	
Beta-2 Agonists	Bambuterol Formoterol Higenamine	Norcoclaurine Salbutamol Salmeterol

Do not rely on this list to rule out any label ingredient.

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

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

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

Mental Health Policy

Purpose:

The student-athlete's mental well-being is served through collaborative efforts of campus and community resources. The student-athlete's mental health is every bit as important as their physical health. Mental health problems and sports-related injuries often have psychological or emotional consequences. Psychological problems (ex. eating disorders, substance issues) can have medical consequences and affect athletic performance. The goal of this policy is to assist with mental health issues before they escalate into more serious health issues.

Interdisciplinary Team:

The Interdisciplinary Team will be responsible for coordinating, managing, and educating the Athletics Department and student-athletes about mental health care referrals. Campus individuals involved in coordinating and managing mental health care referrals will include the following.

- Team physician
- Medical Director of Health Services
- Director of Counseling
- Athletic Trainers
- Team Administrators
- Life Skills Coordinator
- Disability Services Coordinator

Formal evaluation and treatment for mental health concerns will be conducted by licensed practitioners who are qualified to provide mental health services. These services are separate from the responsibilities of the Interdisciplinary Team; however, some members of the Interdisciplinary Team may be licensed practitioners.

Confidentiality is one of the most important aspects of mental health. Information cannot be divulged to anyone about a patient without their authorized, written consent.

Referral Policy

Routine Mental Health Referral Procedure

If a member of the Athletics Department has concern for the mental welfare of a student-athlete, the following should take place.

- The designated liaison for routine mental health referrals will be a member of the Sports Medicine Department who oversees the student-athlete's sports team or the Associate Athletics Director of Sports Medicine.
- The staff member may refer the student-athlete to one of the Interdisciplinary Team members, or;
- The staff member may complete a form through the UIW webpage by clicking on the link titled, "Report An Incident."

Emergency Mental Health Referral Procedure

Members of the Athletics Department who witness any of the following behaviors or believe a student-athlete is in immediate danger to themselves or others should initiate an Emergency Mental Health Referral:

- Suicidal or homicidal actions or threats.
- Threatening behavior due to a highly agitated state, hallucinations, delusions, or paranoia.

- Behavior indicative of acute intoxication or drug overdose.
- Behavior indicative of sexual assault (mandatory reporting of sexual assault should also take place).

Procedures for initiating an Emergency Mental Health Referral:

- Do not leave the student-athlete alone. Reassure them that you are there to assist them in getting help.
- Contact campus police or dial 911 and identify the location of the concern as well as the student-athlete's current behaviors.
- Contact a member of the Interdisciplinary Team immediately after the aide is rendered.

Emergency Mental Health Procedures

Counseling Services and Campus Police will follow these procedures if a student is evaluated and diagnosed as capable of causing harm to themselves or others.

If Counseling Services is available to assist in an emergency:

- The student should be walked over to Counseling Services by a University employee.
- An assessment is completed by Counseling Services to determine the student's state of mind and whether initiation of emergency in-patient care should occur. Counseling Services will provide all documentation to the student concerning procedures and confidentiality.
 - All students should understand that Counseling Services will only release the status of the student to the Associate Provost for Academic Support Services if emergency transportation occurs.
 - The Associate Provost will contact the student's emergency contacts and faculty members to inform them of the student's status.
 - If the student is a campus resident, the Associate Provost will contact the Director of Residence Life, who will contact the student's emergency contacts.
- If Counseling Services recommends emergency transportation to an emergency mental health facility, it will occur by one of the following methods:
 - A family member may transport the student.
 - An ambulance may transport the student.
 - Campus Police may transport the student.
 - EMS and Campus Police will use restraints when transporting a student to an emergency mental health facility (e.g., hand-cuffs, seat-belts, straps, etc.).
 - If Campus Police transport a student, they will file an Emergency Detention Report.

If Counseling Services is unavailable to assist in an emergency:

- Campus Police are contacted and will evaluate the situation based on their training.
- If Campus Police recommends emergency transportation, it will occur by one of the following methods:
 - A family member may transport the student.
 - An ambulance may transport the student. Campus Police may transport the student.
 - EMS and Campus Police will use restraints when transporting a student to an emergency mental health facility (e.g., hand-cuffs, seat-belts, straps, etc.).
 - If Campus Police transport a student, they will file an Emergency Detention Report.
- Campus Police will contact the Associate Provost for Academic Support Services if emergency transportation occurs.
 - All students should understand that Campus Police will only release the status of the student to the Associate Provost for Academic Support Services if emergency transportation occurs.
 - The Associate Provost will contact the student's emergency contacts and faculty members to inform them of the student's status.

- If the student is a campus resident, the Associate Provost will contact the Director of Residence Life, who will contact the student's emergency contacts.

Contact Information

Emergency Contact - 911

Campus Police - x6030 or 210-829-6030

Health Services - x6017 or 210-829-6017

Counseling Services - x5656 or 210-832-5656

Bexar County Crisis Line - 210-223-7233

National Suicide Prevention Lifeline - 800-273-8255

Family Violence Prevention Services Domestic Violence Hotline - 210-733-8810

Pre-Participation Mental Health Screening

The Sports Medicine Department's Health History Questionnaire will include questions about mental health. Any "Yes" answers will be discussed between the Sports Medicine staff member, team physician, and student-athlete during the student-athlete's physical examination. The team physician will determine whether a referral to Counseling Services is recommended.

Education and General Information

Information for student-athletes

Educational material is made available to student-athletes during their initial team meeting. This material will also be available online at the Sports Medicine Department website.

Information for athletic administrators and coaches

Educational material is made available to all athletic administrators and coaches every year. Discussions of this policy will be incorporated every year. This material and policy will be available online at the Sports Medicine Department website.

CARE Team

The UIW Campus Assessment, Response and Evaluation (CARE) Team is a multidisciplinary team dedicated to a proactive, coordinated, and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and well-being of The University of the Incarnate Word students, faculty, staff, and visitors.

- **Prevention and Education:** Take a proactive approach by educating the UIW community regarding the role of the CARE Team, the need and purpose for intervention, the procedure for filing a referral, and how to contact members of the CARE Team with concerns.
- **Review:** Review information from faculty, staff, students, and/or community members; conduct investigation to determine appropriate response.
- **Communication:** Centralize the collection and assessment of concerning student behaviors that may be known to various faculty, staff, and administrators.
- **Intervention:** Intervene in a timely manner, providing support and response to students displaying varying levels of distressed, disruptive, and/or disturbed behaviors.
- **Coordination:** Coordinate action and follow-up. Ensure that services, support, and resources are deployed effectively.

Smoke and Tobacco Free Policy

UIW is a tobacco free campus. Smoking and the use of tobacco products shall not be permitted on UIW campuses in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space housing. Smoking and the use of tobacco products shall also be prohibited outdoors on all campus property, including, but not limited to, parking lots, sidewalks, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit. For complete smoking policy information, visit <https://www.uiw.edu/safety/smoking-policy.html>.

Alcohol, Illegal Drugs, and the Law

Texas State Law and Alcohol

The Texas Alcoholic Beverage Commission (TABC) provides the following summary of Texas state alcohol laws and the mandatory legal sanctions imposed upon individuals found in violation of the law. For more information visit the TABC website: https://www.tabc.state.tx.us/laws/underage_drinking_laws.asp

Underage Drinking Laws

Minors who purchase, attempt to purchase, possess, or consume alcoholic beverages, as well as minors who are intoxicated in public or misrepresent their age to obtain alcoholic beverages, face the following consequences:

- Class C misdemeanor, punishable by a fine up to \$500
- Alcohol awareness class
- 8 to 40 hours community service
- 30 to 180 days loss or denial of driver's license

If a minor is seventeen years of age or older and the violation is the third offense, the offense is punishable by a fine of \$250 to \$2,000, confinement in jail for up to 180 days or both, as well as automatic driver's license suspension. A minor with previous alcohol-related convictions will have his or her driver's license suspended for one year if the minor does not attend alcohol awareness training that has been required by the judge.

Penalties for Providing Alcohol to a Minor

Adults and minors who give alcohol to a minor also face a stiff penalty. The punishment for making alcoholic beverages available to a minor is a class A misdemeanor, punishable by a fine up to \$4,000, confinement in jail for up to a year, or both. Additionally, the violator will have his or her driver's license automatically suspended for 180 days upon conviction.

Persons 21 or older (other than the parent or guardian) can be held liable for damages caused by intoxication of a minor under 18 if the adult knowingly provided alcoholic beverages to a minor or knowingly allowed the minor to be served or provided alcoholic beverages on the premises owned or leased by the adult. Sale to a minor is a class A misdemeanor, punishable by a fine up to \$4,000, confinement up to a year in jail, or both.

Zero Tolerance Law

In Texas it is illegal for a person under 21 to operate a motor vehicle in a public place while having ANY detectable amount of alcohol in their system. On September 1, 2009, this law was expanded to include watercraft in addition to motor vehicles.

- The consequences for the minor on the first offense of driving under the influence of alcohol:
 - Class C misdemeanor, punishable by a fine up to \$500 or Attendance at an alcohol awareness class
 - 20 to 40 hours of mandatory community service
 - 60 days driver's license suspension. The minor would not be eligible for an occupational license for the first 30 days
- A second offense increases the consequences to:
 - Class C misdemeanor, punishable by a fine up to \$500
 - Attendance at an alcohol awareness class at the judge's discretion
 - 40 to 60 hours of mandatory community service
 - 120 days driver's license suspension. The minor would not be eligible for an occupational license for the first 90 days.
- A third offense:
 - is not eligible for deferred adjudication.
 - The minor's driver's license is suspended for 180 days and an occupational license may not be obtained for the entire suspension period.
 - If the minor is 17 years of age or older, the fine increases to \$500 to \$2,000, confinement in jail for up to 180 days, or both.



Life Skills

Life Skills Coordinator:

Amanda Pulido | Natatorium 101 | 210-283-6448 | Apulido@uiwtx.edu

The Life Skills program was developed by the Division I-A Athletic Directors Association to help prepare student-athletes for the challenges of life beyond sport. Student-athletes face many obstacles during their time attending the University. They're expected to excel beyond the average student as they face grueling time demands, conflicting expectations, balancing constant communication, plus the character-building moments that fall in between those occurrences.

The Life Skills Department at UIW strives to enhance the student-athlete experience by preparing and equipping student-athletes with personal, professional, and leadership skills for life after sport.

Values: Inclusion, Mental Wellness, Relationship Building, Servant Leadership

Goals of the Life Skills Department:

- Enhance communication, coordination, and collaboration with athletics staff, faculty, academic advisors, and campus resources.
- Provide opportunities in areas of personal growth for student-athletes and coaches through programming and interaction.
- Utilize SAAC for areas of growth and opportunities for best interaction.
- Serve the UIW campus community, as well as San Antonio, through various forms of community service.
- Celebrate student-athlete success.

Life Skills Services:

Professional Development

- Athletes in Mentorship (AIM) Freshman Mentor Program
- GROW Leadership Program
- Women's Empowerment (WE) Circles
- Resume/Cover Letter Review
- Cardinal Test Flight Mock Interviews
- Career and Personal Development Guidance
- Educational Workshops
- Educational Resources
- Campus Resource Liaison

Community Service

- Individual Opportunities
- Team schedule service events
- UIW GivePulse tutorials/assistance
- Updated log of service hours

Student-Athlete Advisory Committee

- Leadership experience
- Biweekly meetings
- Professional development opportunities
- Community Service/Learning Initiatives

Student-Athlete Recognition

- Graduation stole program
- Cardinal Red Carpet Awards
- Nominate Student-athletes for academic, community, and leadership awards, scholarships, and conferences

General

- Free testing materials
- Weekly email updates
- Letters of recommendation
- Help with scholarship/grad application

Student-Athlete Advisory Committee (SAAC):

The Life Skills Department supports the UIW SAAC to promote the welfare of students through campus leadership, promote the support of fellow student-athletes in their pursuit of representing UIW in NCAA Division I National Championships, and inspire academic, athletic, and personal excellence.

SAAC seeks to provide a platform for student-athlete leaders to interact, respond, and lend their voice to positively impact the student-athlete experience for all UIW student-athletes. It is SAAC's mission to:

1. Enhance Student-Athlete Experience
2. Protect Student-Athlete Welfare
3. Develop Student-Athlete Leaders
4. Promote Student-Athlete Image

Functions of the UIW SAAC:

- Promote communication between athletics administration and student-athletes
- Disseminate information to 23 athletics teams
- Provide feedback and insight into athletics department issues
- Build a sense of community and unity within the athletics program and campus
- Solicit student-athlete responses to proposed conference and NCAA legislation
- Organize community service efforts
- Create a vehicle for student-athlete image on campus
- Assist with Life Skills initiatives
- Participate in Southland Conference SAAC Initiatives

Initiatives of SAAC:

- Word Wednesdays
- Administration Visits at meetings
- Cardinal Red Carpet
- Southland Gives Back Initiatives
- Professional Development at Meetings
- National Student-Athlete Day Celebration
- And more! For the most up to date information concerning Life Skills and SAAC please visit their website: [Life Skills – Athlete Services](#)



Celebrating Student-Athlete Success

Each semester we look forward to UIW student-athletes achieving their degrees and participating in graduation celebrations. Please see below for criteria concerning student-athlete graduation stole distribution guidelines.

Eligibility for Student-Athlete Stoles at Graduation

- Student-athlete must graduate from UIW (includes walk-on student-athletes)
- Student-athlete must complete minimum two (2) seasons of competition on a team, with exceptions to grad transfers
- If student-athlete transferred into the institution and only had one season of eligibility remaining
- Student-athletes who are considered “Medical Disqualifiers” by the Compliance Office
- 5th or 6th year degree completion student-athletes (those returning to complete their degree)
- Student-athletes on scholarship, but not competing or are no longer on the team due to winning/being awarded an appeal of their scholarship not being renewed.
- Special circumstances will be considered at the discretion of the SWA and Life Skills Coordinator

Not considered for a Student-Athlete Stole

- If student-athlete voluntarily quits the team
- If student-athlete is dismissed from the team for disciplinary/student conduct issues
- If student-athletes appeals a non-renewal of scholarship and loses the appeal



Financial Assistance

The UIW Office of Financial Assistance (OFA) partners with students to provide resources that remove financial barriers. Our office can assist students with filing FAFSA forms, understanding payment options, applying for loan or work programs, and providing information on scholarship opportunities.

Annual Requirements:

Athletic scholarships are not automatically renewed. All non-renewed students will have the option to hold a hearing to request scholarship reinstatement. **NCAA requires students are notified of reduction or non-renewal decisions by July 1st, although most UIW sports complete this process by May 1st.**

Each year, students seeking aid in addition to their athletic scholarship must complete a FAFSA (Free Application for Federal Student Aid) at <https://studentaid.gov/h/apply-for-aid/fafsa>

Students who complete a FAFSA will receive an award letter that indicates their eligibility for federal grants, work-study and/or loans. Applications are available October 1st for the following academic year.

Students with personal health insurance will waive UIW health insurance after June 1st but before the posted deadline on the Business Office website at <https://my.uiw.edu/business-office/waivers.html> Refunds will not be given on health insurance charges.

Pell Grant:

Students receiving athletic scholarships may be awarded federal aid up to their cost of attendance. The only exception is federal Pell grant. Pell grant ranges from \$691 to \$6895 for the year. For 2022-2023, a student EFC must be 6206 or lower to qualify for any Pell amount.

Outside Scholarships:

Outside scholarships received for athletes requires that we contact the donor to verify selection criteria. The OFA will send a form to the donor verifying if we can accept the funds or not. If it is determined that the award does not meet NCAA requirements for compliance, the OFA will return the funds to the donor.

Items covered under a full Grant in Aid:

Tuition up to 18 undergraduate and 12 graduate hours per semester, required course fees, health insurance if student is uninsured, required textbooks, on-campus double room and highest board plan. **There are no refunds from athletic funds.**

Partial Athletic or a combination of Athletic and Academic can use funds for direct costs up to the scholarship amount or the charged costs. **Coaches may designate a minimum of \$1000 for on campus meal points per semester to a maximum of the value of a full meal plan for off campus students as part of the scholarship agreement.**

Items that Athletic funds will not cover:

Confirmation fee (can be deferred but must be paid by student, Pell or loan), housing deposit (must be paid out of pocket at time of application for housing), parking, parking tickets, supplies, on-campus room that exceeds the double room cost for the semester, off campus housing, study abroad hard charges, laptop, iPad. **UIW does not pay off campus housing from athletic scholarship funds;** off campus GIAs can include a meal plan, if identified on the GIA with a minimum of \$1000 per semester.

Academic Stacking Policies:

Transfer students must transfer 24 or more credit hours into UIW with a 3.0 cumulative gpa.

First-time freshman students must have **either** a cumulative 3.2 high school gpa, a top 10% high school ranking, score a minimum 1270 on the SAT (combined math and verbal only) **or** score a 105 ACT composite.

As a returning student, eligibility will be checked prior to Fall every year to verify **they achieved a cumulative grade-point average of 3.000 (on a 4.000 scale). Returning students that fall below the 3.0 cumulative will not be eligible for Academic Scholarship funds and athletic funds. Returning students that achieve a cumulative 3.0 that were not eligible the previous year may qualify for academic/athletic stacking. Academic funds cannot be reinstated mid-year based on Fall grades.**

Academic stacking is for UIW scholarships based on academics (like Academic); **scholarships not based on academics (like the Catholic High School award) cannot be stacked.**

New and Transfer students will not have any scholarship funds showing as pending payments prior to being approved as eligible by the NCAA Eligibility Center and UIW Compliance; in addition, students will need to verify they understand policies by completing an Athletic Scholarship Information Form:

https://www.uiw.edu/finaid/docs/1819_athlt.pdf

UIW Exhausted Eligibility Funding Program Policy

UIW offers additional athletic financial aid to those student-athletes who have exhausted athletic eligibility and exhibited required academic/athletic performance.

Applications will be approved by UIW Compliance. Exhausted eligibility students will be part of the Athletic cohort and advised through Athletic Advising. Students will enroll only for courses required for graduation. Students can receive up to the amount of tuition or the amount of their athletic scholarship from the previous year, **whichever is less. Students will be responsible for fees, books, housing, and any tuition not covered once they have exhausted their athletic eligibility.**

Summer Funding Policy

Summer is not part of the aid agreement awarded by an athletic sport. Sports may only offer fall and spring funding through the Grant in Aid process. UIW does offer limited summer athletic funding opportunities, typically to students required to take summer courses for degree completion or academic progress. Funding amounts and priority are determined each year by UIW and Athletics.

Contacting the OFA

Office Email: finaid@uiwtx.edu

Office Phone: 210-829-6008

Website: <https://www.uiw.edu/finaid/index.html>

FAQs: <https://www.uiw.edu/finaid/contact-us.html>

Media Relations

****Please note student-athletes should never do an interview without a member of the Athletics Communications staff present****

Members of the media are important to student-athletes and to UIW. As a UIW student-athlete, it is your responsibility to portray yourself, your team and your University in a positive manner at all times. Throughout your time at UIW, you may be interviewed by local or national media. Below are some helpful guidelines and tips to follow in order to reflect the Mission of the University through your media interactions. Media attention also means your conduct both on and off the field will be under intense scrutiny because of your position as a UIW student-athlete.

Please remember that media interviews are not allowed unless the athletics communications department has approved. If you are contacted directly by any member of the media, including UIW student media (the Logos or UIWtv), please have them reach out to director of athletic communications (Alexa Low, alow@uiwtx.edu) or your media relations contact.

Social Media

Do not post anything that might eventually embarrass you, your family, your team or UIW. You are accountable for your social media presence. Understand that inappropriate postings can follow you for life, and they can also jeopardize the University. Social media can be used as a beneficial marketing tool, but it is also capable of spreading information in an incorrect or negative way. Below are some tips when using social media:

DOs	DON'Ts
Set your profile to private (but remember nothing is truly private)	Don't post foul language or sexual content
Provide the world with a positive image of yourself	Don't post pictures of alcohol or drugs
Promote UIW sporting events	Don't post any personal information (i.e. address or phone number)
Have positive interactions with fans	Don't allow yourself to be photographed in a compromising situation
HAVE FUN!	Avoid speaking ill of teams (yours or the opponent), staff, the University, or community – this includes subtweets
	Don't post pictures with gang signs or derogatory implications

Interviews

The interview process allows you to grow in the public speaking realm and helps in the development of your communication skills. Most interview topics are about your team or yourself. We encourage you to make yourself available to the media because you are a tremendous representative of UIW.

Our Rules for you when interacting with the Media

- Only do interviews arranged by the Athletics Communications department.
- If you have an interview scheduled, show up and be on time.
- Inform the Athletic Communication department if you cannot make a scheduled interview.

Tips for Dealing with the Media

Speak slowly and be yourself
Act ethically
Remember that you represent UIW
Dress appropriately -- UIW gear unless otherwise informed
Provide short and thoughtful answers

Think before you answer
Never speak "off the record"
Be cooperative
Make eye contact and exhibit good posture

Please feel free to contact UIW Athletic Communications at 210-829-6048 if you need assistance preparing for an interview.

University Social Media Policy

This policy applies to UIW students who use social media in either a professional or a personal capacity. Professional use includes contributing to UIW-sponsored or other social media sites while representing UIW in an official capacity. Personal use refers to students who use social media as part of their personal life. Some sample guidelines from the policy include:

- Exercise good judgment. Avoid comments, photos, videos or images that could be interpreted or perceived as slurs, demeaning, inflammatory, unduly suggestive, inappropriate or otherwise contrary to the University's Mission.
- Consider the public nature and longevity of comments before posting.
- Maintain clear lines between professional and personal social media activities.
- Avoid using the University's name to promote or endorse any product, cause, religious view, political party, candidate, etc.

For complete social media policy information, visit <https://my.uiw.edu/communications-and-branding/social-media-policy.html>.

