



**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS
STUDENT LIFE SPORTS
POLICY AND PROCEDURE MANUAL**

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Section I

Intercollegiate Athletics

Department Mission

Purpose Statement

To Develop the Leaders of Tomorrow, By Building Champions Today

Vision

Change to: To be the #1 choice for intercollegiate athletics in the St. Louis region by creating a **SUPERIOR EXPERIENCE**, unique to our competitors

Core Values

Relentless

- Lions take ownership for creating a positive experience for student-athletes, staff, university, and surrounding community.
- Lions practice integrity by always choosing to do what is right.
- Lions own their mistakes and use them as a tool to grow and develop. (humble)

Original:

- Lions have the curiosity and courage to challenge the status quo.
- Lions leverage the strengths of individuals to foster an innovative environment.

All-Encompassing:

- Lions treat everyone with respect and compassion.
- Lions actively listen and seek diversity of thought.
- Lions celebrate the success of others and emphasize team over individual. (humble)

Responsible:

- Lions persevere to excel in everything they do. (hungry)
- Lions commit to having a growth mindset. (hungry)
- Lions lean into difficult conversations, meetings, and decisions. (smart)

Philosophy Statement

The Department of Intercollegiate Athletics at Lindenwood University strives to advance learning, enliven campus life, develop leadership skills, and foster the personal growth of the student athlete through offering a high quality athletics program. Athletic department personnel provide model programs that develop meaningful standards of scholarship, athletic performance, leadership, community service, and sportsmanship. Through sports, Lindenwood seeks to contribute to a sense of collegiate identity and positive perception in the community. The Athletics Department shall strive for excellence in the competitive environment in accord with the philosophy, rules, and regulations of the NCAA and other sports governing bodies in which Lindenwood has membership.

Section II

Diversity, Equity, and Inclusion

All-Encompassing

As a core value, The Department of Intercollegiate Athletics is committed to creating a collaborative and inclusive environment that enhances our ability to serve our student-athletes and ensure success. We understand that creating a safe, welcoming environment that reflects the diverse community we live in will have a positive impact on the experience of our student-athletes.

Additionally, we strive to ensure opportunities on and off the field of play are provided to all students without discrimination. Upholding a culture of diversity, equity, and inclusion means that people of different cultures, races, colors, genders, ages, religions, affiliations, sexual orientations, gender identities, socio-economic backgrounds, disabilities, or countries of origin shall not be mistreated or discriminated against on the basis of their differences. Therefore, all Lindenwood athletic policies, facilities, resources, activities, and privileges, irrespective of individual differences, are made available and accessible to everyone in the athletics department.

The Athletics Council for Inclusive Excellence (ACIE) seeks to create and foster a department wide culture of inclusive excellence through education, leadership, and performance. Dedicated to DEI initiatives within the department, the ACIE meets monthly and is comprised of student-athletes, coaches, and staff. For more information or to get involved with ACIE, please contact current chair Kristi Kehoe (KKEhoe@lindenwood.edu). Student-athletes with concerns and/or ideas to contribute may also contact their team SAAC representative to pass along information to this group.

For additional DEI resources, please visit the *University's Center for Diversity and Inclusion (CDI)* located on the 3rd floor of Evans Commons. Below is a link to the CDI website:

<https://www.lindenwood.edu/student-life/student-life-and-diversity/diversity-and-inclusion/center-for-diversity-and-inclusion/>

Policy of Non-Discrimination

Lindenwood University does not discriminate on the basis of race, color, national origin, age, sex, sexual orientation, pregnancy, religion, disability, veteran status, or other protected status under applicable federal or state law. This policy extends to its admissions, employment, activities, treatment, educational programs, and services.

Lindenwood University is committed to a policy of non-discrimination. Any kind of discrimination, harassment, intimidation, or retaliation is unacceptable. For the purpose of this policy, discrimination, harassment, intimidation, or retaliation may be defined as any attempt on the part of individuals, groups, or recognized campus organizations to deny an individual or group those rights, freedoms, or opportunities available to all members of the Lindenwood University community.

The following persons have been designated to handle inquiries regarding Lindenwood University's non-discrimination policies: Mary Pat Carl, Title IX coordinator (636) 255-2276 or mcarl@lindenwood.edu and Dana Moore, Director of Community Standards and Conflict Resolution (636) 949-4728 or dmoore2@lindenwood.edu. Jeremy Keye (636) 949-4510 or jkeye@lindenwood.edu has been designated to handle inquiries regarding Lindenwood University's accessibility services. Any person may also direct inquiries to the U.S. Department of Education's Office for Civil Rights. Lindenwood University is an Equal Opportunity Employer.

Section III

Intercollegiate Athletics

Athletics Administrative Control

Governing Authorities

Lindenwood University Intercollegiate Athletics operates under and abides by all policies and procedures established by Lindenwood University. The President of Lindenwood University reports directly to the Board of Trustees. Lindenwood University's Board of Trustees delegate the authority and responsibility for control and conduct of Lindenwood's participation in intercollegiate athletics to the President of Lindenwood, who in turn, delegates primary responsibility for overseeing and managing the department of intercollegiate athletics to the Vice President of Intercollegiate Athletics.

Faculty Oversight of Athletics

Faculty Athletics Representative Responsibilities

The Faculty Athletics Representative is responsible for serving as the liaison between the Department of Athletics and the faculty and administration. The Faculty Athletics Representative is appointed by the President and reports directly to the President. The Faculty Athletics Representative has a number of legislated and assigned responsibilities:

Assists in ensuring a quality student-athlete experience and student-athlete well-being

- Works with coaches, VP of athletics and conference/governing body to advocate for scheduling that decreases missed class time
- Reviews competitive schedules with missed class time as the focus
- Works with coaches and student-athletes to minimize conflicts between practice and class schedules, and advocates a climate of respect between coaches, faculty, and student-athletes.
- Serves as a member of the Athletic Advisory Council
- Ensures that academic services are available to student-athletes

Athletics Advisory Committee (AAC)

- The AAC Chair shall be appointed by the University President and VP for Intercollegiate Athletics for a two-year term. There shall be no limitation on the number of successive terms that may be served.
- Committee members will be appointed by the VP for Intercollegiate Athletics and AAC Chair. Committee members can expect to serve a two-year appointment. There shall be no limitation on the number of successive terms that may be served.
- The VP for Intercollegiate Athletics and the Senior Woman Administrator shall be ex officio members of the committee.
- The charge of this Committee includes, but is not limited to, the following:
 - Monitor and evaluate the Department of Athletics overall operations and performance based on established criteria
 - Ensure proper role of athletics within the overall mission of the University
 - Review issues associated with the welfare of student-athletes participating in intercollegiate athletics to ensure that the University and the Department of Athletics maintain the proper balance between participation in athletics and academic achievement

- Provide advice and guidance regarding the development of policies that affect participation in intercollegiate athletics at Lindenwood University, such as compliance with affirmative action and Title IX guidelines
- Ensure the integrity of the athletics program with regard to conference and NCAA rules.

Intercollegiate Athletics Departmental Responsibilities

Vice President for Intercollegiate Athletics

As designated by the University President, the vice president of intercollegiate athletics is responsible for directing and overseeing all NCAA and Non-NCAA intercollegiate athletics staff, programs, facilities and activities. This position ensures compliance with all university, conference and national affiliation regulations and is held accountable for shaping and building the department's reputation on an institutional, local, conference and national level.

Currently: Brad Wachler

Assistant Vice President for Intercollegiate Athletics/SWA

Under the direction of the vice president for intercollegiate athletics, assists in administering a comprehensive athletic program with particular emphasis on student-athlete services, human resources and overall planning and coordinator of sports programs. This position serves as the senior woman administrator (SWA).

Currently: Betsy Feutz

Senior Associate Athletics Director, Internal Operations

In collaboration with the vice president for intercollegiate athletics, the senior associate athletics director for internal operations provides leadership and oversight for various administrative units within the Department of Intercollegiate Athletics to include budget management, facility operations, event management, ticket operations, equipment, camps and clinics, athletic communications, and branding. This position will act as sport administrator to assigned sport programs.

Currently: Tom Wagganer

Assistant Athletics Director, Athletic Performance

The assistant athletic director for athletic performance is responsible for the coordination and supervision of all aspects of the Athletic Performance department. This position is responsible for the development, management, and oversight of strength and conditioning programs for both male and female student-athletes participating in the intercollegiate athletic program. As a member of the athletics department, the assistant athletic director will ensure compliance with all institutional, GLVC, and NCAA rules and regulations.

Currently: Michael Reese

Assistant Director for Operations and Finance – Student Life Sports

Handles daily operations of all SLS programs and assists with sports information duties.

Currently: Steve Wolk

Assistant Athletics Director, Sports Medicine/Head Athletic Trainer

This position is responsible for coordinating and administering the Lindenwood University Sports Medicine program for both NCAA and Non-NCAA athletic programs. This position supervises both professional and student athletic training staff, collaborates with the athletic training program clinical education coordinator and provides supervision, instruction, and evaluation of athletic training students.

Currently: Kristin Trotter

Head Coach

The head coach is responsible for all aspects of the organization, leadership and administration of the Intercollegiate Athletic program in a manner that aligns with the mission and values of the university and Athletics department. This position is also responsible for the recruitment and retention of quality student-athletes, academic progress of student-athletes, competitive game strategy, budget management, coaching staff oversight, and the program's compliance with the university, conference and NCAA.

Assistant Coach

The assistant coach is responsible for assisting the head coach with all activities of the designated program, including but not limited to, recruitment and retention of quality student-athletes, academic progress of student-athletes, competitive game strategy, budget management, coaching staff oversight, and the program's compliance with the University, conference and NCAA.

Staff and Coaches Conduct/Ethical Standards

Employee Code of Ethics

This code applies to all Lindenwood University employees, including but not limited to faculty, staff, and administrators.

- **Lindenwood's Mission-Based System** Lindenwood University's Code of Ethics is built upon the mission of the university and incorporates the founding principles of the institution. All employee conduct is expected to be concordant with and supportive of the Lindenwood University Mission Statement.
- **A Student-First Ethic** Each of us must recognize that we have a primary responsibility to the students and that our decisions and actions must serve that priority.
- **Individual Responsibility** Employees are expected to take responsibility for their job duties and behaviors, as well as for general demeanor and conduct during work as well as non-work hour
- **Integrity** Employees are expected to hold themselves to the highest standards of conduct and expression.
- **Ownership and Commitment** Employees are expected to exhibit positive regard for the university in their daily activities, both on and off campus, and to work at all times in the best interests of Lindenwood and its students.
- **Mutual Respect** Members of the Lindenwood community must strive to respect and cooperate with their coworkers.
- **Favoritism** The University discourages favoritism and, to the extent possible, strives to avoid creating or allowing work situations that foster it.
- **Confidential Information** All members of the Lindenwood community are required to abide by the federal Family Education Rights and Privacy Act (FERPA). Beyond that statute, our employees are expected to use mature judgment to protect the sanctity of personal, classified, and confidential information about students and fellow employees.
- **Online Conduct** Lindenwood employees are expected to exercise respect for others and professional demeanor when online. Cyberbullying, personal attacks, and rudeness stemming from the "safety" of digital distance are considered abuse by this institution.

Sportsmanship Code of Conduct

Lindenwood University Intercollegiate Athletics is committed to good sportsmanship and developing healthy environments for competition. The opportunity to represent Lindenwood Athletics is a privilege, which is accompanied by the responsibility to behave with dignity and class on and off the field. The behavior of student-athletes and staff members reflects the behavior of the coach and his/her sport's program. Coaches associated with intercollegiate athletics are expected to demonstrate respect for their opponents, fans, officials, and administrative staff members as they refrain from behavior that promotes a negative playing environment. The athletics department will not tolerate unsportsmanlike conduct on the part of the coach, assistant coach or any individual associated with a sports program. The Code of Conduct is designed for the promotion and protection of an environment that encourages respect, fairness, civility, honesty and responsibility

Behavioral Expectations

- Actively represents team, department, alumni, campus, and community and maintains appropriate and effective relationships with all constituents (includes but not limited to: alumni, faculty, administration, coaches, support staff – academics, compliance, athletic performance, sports medicine, and mental health)
- Effectively collaborates with colleagues to examine problems and identify targeted strategies and solutions to ensure a positive student-athlete experience
- Consistently fosters open, honest, two-way communication among athletes and assistant coaches
- Consistently communicates timely and accurate team information to all relevant stakeholders (team rules, expectations, goals, schedules, itineraries, etc...)
- Uses effective and appropriate communication strategies
- Student-athlete feedback is consistently positive
- Actively supports the mission of the university and athletics department and exemplifies the Q2 culture of service excellence
- Designs and delivers instruction for individual student-athletes and specific team needs to help develop leaders of tomorrow by building champions today
- Creates opportunity for student-athletes to learn and develop both physically and mentally
- Uses effective communication strategies that includes: listens intently to others, communicates to gain agreement or acceptance of a plan of action, resolves conflict, utilizes tact, diplomacy, appropriate tone, and composure (HUMBLE)
- Serves as a role model for athletics in both words and actions; exhibits personal and professional integrity

Professional Conduct: Discipline

In order to ensure orderly operations and provide the best possible competitive environment, the university and athletics department expects coaches and staff to follow its policies and rules of conduct designed to protect the interests and safety of the student-athletes, officials and spectators. The university may exercise its discretion to use any form of discipline at any time, including verbal or written warnings, suspension, and other corrective action, up to and including termination of employment. Lindenwood reserves the right to determine the appropriate level of discipline for any inappropriate conduct by an employee.

Professional Conduct: Grievance Policy

A grievance is a written complaint alleging a violation of university, school, division, or department policy. Complaints concerning termination, discrimination, and harassment are addressed by other policies in the Employee Guidebook.

The grievance procedures begin when a staff member has a complaint that a person has violated a university, school, division, or department policy. The issue should be brought to the attention of the immediate supervisor via a signed, written statement within 30 days of the aggrieved act and the specific policy that has been violated. The immediate supervisor shall then seek resolution.

- Upon receipt of the grievance, with all pertinent documentation attached, the immediate supervisor shall determine the appropriate measure(s) to resolve the grievance. The named respondent(s) shall have an opportunity to address the grievance. The grievant and respondent shall be notified in writing within seven business days of receiving the grievance of either the resolution or the appropriate measures taken towards the resolution of the grievance. If the staff member's grievance is with the immediate supervisor, the written, signed statement along with all pertinent materials are to be submitted to the VP-HR.
- A staff member dissatisfied with the response of the immediate supervisor can appeal to the VPHR within seven days of receipt of the initial adjudication. The appeal to the VP-HR shall be in a written, signed statement setting forth reason(s) for the dissatisfaction.
- The named respondent shall be notified in writing of the appeal by the VP-HR. The respondent shall have the opportunity to address the appeal. The VP-HR shall determine the resolution or appropriate measures to be taken, if any, to resolve the grievance and notify the grievant and respondent(s) in writing within seven days of receiving the appeal.
- If the grievant remains dissatisfied, the grievant shall within seven days submit a written request to the VP-HR for a hearing before a three-person subcommittee consisting of three members of the executive management team.
- The VP-HR shall provide the subcommittee with a copy of the grievance file. Within seven days of receipt of the request for a hearing, the subcommittee shall set the date, time, and location for the hearing. The grievant, respondent, and respective immediate supervisors shall be present at the hearing. Either party to the grievance may request other employees be present to speak to the issue(s). The subcommittee shall establish the procedural guidelines for conducting the hearing.
- Within seven days of the conclusion of the hearing, the subcommittee shall forward a written, signed recommended resolution to the VP-HR, grievant, respondent, and respective supervisor.
- The VP-HR shall submit a copy of the subcommittee recommendation along with all supporting documentation to the president along with a recommendation for consideration. The president shall issue a final administrative decision in writing to the grievant, respondent, respective supervisor, and VP-HR within 14 days.
- All time periods shall not include weekends or university-observed holidays. Time periods may be extended for reasons including but not limited to: an individual not being available due to 63 vacation, holidays, being a nine- or ten-month employee outside of contracted working days, or scheduled university commitments. All parties shall be notified of an extension of a required time period.
- All parties to the grievance procedure shall respect the privacy of all parties and maintain all information acquired throughout the process, regardless of form, in the strictest of confidence.

Section IV

SLS Academic Success

Academic Eligibility

In addition to adhering to conference and national rules of related governing bodies, all Student Life Sports student-athletes must also meet the eligibility requirements outlined by Lindenwood University. If stricter standards are required by a sport's governing body, those standards will be met. All coaches must familiarize themselves with these regulations. It is the responsibility of every coach to review the Lindenwood guidelines and explain them to their athletes.

For a student to be eligible for all Student Life Sports intercollegiate competition, he/she must conform to the following:

- The student-athlete must be enrolled full-time at the time of participation, or if the participation is between terms, the student must have been identified with the institution the term immediately before the date of participation. Minimum full-time status:
 - Undergraduate students – 12 institutional credit hours
 - Graduate students – 6 institutional credit hours

EXCEPTIONS to the full-time enrollment rule must be approved by the office of the Student Life Sports Compliance and Eligibility Coordinator.

- The student-athlete must maintain a cumulative grade point average (GPA) of 2.0 or higher on a 4.0 scale.
- All student-athletes (undergraduate) must be housed on campus, unless approved otherwise.

In addition to the good academic standing policy, which may be found in the Lindenwood University academic catalog, there may be additional requirements for students who do not meet the minimum admissions requirement but are accepted into the university.

Academic Integrity

The Department of Intercollegiate Athletics is obligated to report any instances of alleged academic misconduct by student-athletes and/or staff (including support staff, coaches, etc.) Please refer to the complete academic integrity policy in the Lindenwood University catalog under “Academic Policies and Procedures/Academic Services,” for further details including confidentiality of academic dishonesty reports and penalties.

Services Provided

The Student Life Sports administration offices will provide the following services in support of student-athlete academic success:

- **Student Academic Support Services (SASS):** Each member of SASS is Lion Life Coach for an academic college. Lion Life coaches are available to help with academic success strategies and intervention for student-athletes on an as-needed basis. Please contact Penny Bryant (PBryant@lindenwood.edu) for additional information on how SASS can support your student-athletes.
- **Grade monitoring:** The university supplies 4-week (pass/fail) and mid-term (letter grades) reports for all students. These reports will be sent out to the coaching staff for every student-athlete on their roster. In addition, any deficient grades discovered in between grade reports will be reported to coaches in order to help support recovery efforts.
- **Attendance reports:** Attendance reporting is not mandatory after the first week of class. Any available attendance records may be found in individual student profiles in LindenCircle. Additionally, faculty may turn in a LindenCircle alert for poor attendance, which will be communicated to coaches.

- **Travel letters/excused absences:** Lindenwood allows students (including student-athletes) engaged in official, university-sponsored sporting contests to be excused from classes they miss while attending such events. Students are required to communicate with their professors and plan for missed work at least 2 business days in advance of their university-authorized absences.
 - The Travel Roster and Itinerary form must be submitted through ARMS *at least two weeks prior to departure for each away trip, regardless of classes missed.*
 - See: Athletics Department SharePoint > Helpful Documents > TRI Process Overview for more information on TRI process
 - Home Competition Class Excuse form must be submitted through ARMS for any home event that will require student-athletes to miss classes *at least one business day prior to each competition.*
 - Any changes to the travel roster should be communicated via e-mail to the SLS Compliance and Eligibility Coordinator ASAP.
 - Any changes in travel itinerary should be submitted through the Change in Competition Schedule process.
 - See: Athletics Department SharePoint > Helpful Documents > TRI Process Overview for more information on TRI process
- **Registration & Scheduling:** The athletic department is given a limited number of spots for early registration each semester. Teams that will be in season and/or have off campus practice facilities will be given priority registration for the upcoming semester. It is the coaches' responsibility to work out practice times with their respective teams and any other teams who share practice facilities.
- **Injury/Illness protocol:** Student-athletes not cleared for class will not be cleared for practice. Any injury/illness that goes through the athletic training staff will be communicated by the team's athletic trainer to the student-athlete's professors through the Return to Learn protocol. It is the student-athlete's responsibility to make arrangements for any missed work due to injury/illness. Any absences beyond two weeks are considered "extensive" and will then be routed through the university's Manager of Student Support and Accessibility Program.

FERPA

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is federal legislation that governs the privacy of student records. All personally identifiable educational records maintained by the University and recorded as part of the normal business of the University are protected by FERPA. Before talking with anyone outside of the coaching staff, sport supervisor, or team academic coordinator regarding a student-athlete's academic performance, please check to see who the student has listed on their FERPA waiver. This information can be found on each student-athlete's schedule or on their profile in LindenCircle. Academic information cannot be released to anyone not listed on a student's waiver, including, but not limited to, other student-athletes on the team. Students may give written permission to talk with additional individual's not listed on the FERPA waiver, but it is strongly recommended students permanently add individuals through an updated FERPA form, which can be done through Academic Services.

Accessibility Services

Lindenwood University complies with the Americans with Disabilities Act by making our programs and services accessible to students with disabilities. Student Academic Support Services ensures that these students receive assistance by providing auxiliary aids and accommodations. We strive to give students an equal opportunity to succeed in earning their degrees. Accommodations are provided to qualified students with a variety of disabilities, including, but not limited to, the following: attention deficit disorder, learning disabilities, mobility impairment, hearing loss, and visual impairment. Students with temporary physical, sensory, medical, psychological, or other impairments may receive services on a short-term basis.

Reasonable accommodations are provided on an individual basis and are determined based on submitted documentation as well as discussion with students. Accommodations will reflect the diagnosis provided on the student's documentation. Some accommodations include assistance with note taking, double time on tests, private testing areas, tutoring, extended time on writing assignments, and preferred seating. Lindenwood also provides accommodations with mobility disabilities. Because our campus does have classroom buildings that may not fully accommodate students with mobility issues due to the age of the buildings, we will move classes for these students to rooms in accessible buildings.

To receive accommodations, students need to contact the Manager of Student Support and Accessibility Program, Jeremy Keye (LARC 353, JKeye@lindenwood.edu, 636-949-4510). Next, the student will be asked to provide appropriate documentation with diagnosis. The coordinator and student will discuss proper accommodations based on documentation. Once accommodations are decided, the coordinator will give the student Campus Accessibility Faculty Notification Forms to give to his or her professors. The student and professors will then discuss how to arrange the accommodations.

Communication with Professors

All communication regarding student-athlete academic performance will be conducted by the Faculty Athletics Representative or the Student Academic Support Services (SASS) staff. Coaches are prohibited from communicating with faculty members regarding any current student-athlete's academic performance. Coaches may contact pre-determined faculty members to set up recruiting visits

Student-Athlete Development

- **Workshop series:** Workshops may be arranged through the corresponding office on campus on an as-requested basis throughout the year. In addition, multiple workshops are offered to students through InvolveU (on the LU homepage > portals) or via the Weekly Roar student newsletter. Please contact Casey Finnell if you have any additional questions for workshops.
- **Community Service:** While certain opportunities may be passed along from select outside sources, teams are encouraged to schedule community service hours on their own. Community service hours may also be reported to Kiara Scott for record keeping purposes.
- **Athlete Mentor Program (AMP):** The mission of the Athlete Mentor Program is to establish a positive and unified culture by guiding and integrating incoming freshmen into the campus and community. Selected freshmen student-athletes will be paired with a trained peer mentor, who will be a returning student-athlete on a different team. The peer mentor will serve as a primary resource and outstanding example of what it means to be part of the Lion family. Peer mentors and mentees will meet to discuss and explore student-athlete relevant topics such as campus resources and departments, course planning and registration, department policies and expectations. Coaches must apply for their freshmen to participate in AMP during the designated period each spring semester prior to the new school year.
- **APPLE Team:** This group of student-athletes works to educate and empower their peers on health and wellness topics, including the effects of drug and alcohol use on sport performance and everyday life. For more information, please contact Michael Reese (MReese@lindenwood.edu).

Section V

Athletic Communications

Each Student Life Sports athletic team will work with the SLS Athletic Communications Director as the main contact for coaches and student-athletes for their respective sports. Depending on other staff or volunteers within the department, specific personnel assignments may vary throughout each season and from year to year. All issues concerning sport assignment or requests should be made through the SLS Athletic Communications Director or the Senior Associate Athletics Director, Internal Operations.

Preseason

Prior to the beginning of each academic year, the communications department will meet with each sport to discuss needs and protocol.

Before the beginning of a sport's season, each team must:

- Verify that the roster listed for the previous season on the athletics site is accurate and complete.
- Send the SLS Athletic Communication Director a list of those players that need to be removed from the previous roster for the new season (due to graduation or departure)
- Submit any updates/additions for head coach and staff bios. Personal (private and public) contact information should be updated as well.
- Submit a list of new players that need to be added That includes at a minimum, “preferred” first name and last name, hometown, high school, year in school, and major, sortable by last name.
- Any changes needed for existing/returning players should be listed and identified in a separate section .
- Additional information such as uniform number, height, weight, etc. may be provided based on specific needs of each sport.
- Submit an approved schedule listing all events, dates, locations (city and venues if known), and start times for each game or the first day of a multi-day event.
- A roster template and schedule template will be provided in Excel to each head coach to facilitate the process.
- Have all student-athletes and coaches take a new head shot for the season. Headshot files should be saved with file names that indicate who each person is (lastname.firstname.jpg). Additional protocol will be provided to streamline this process.

General Etiquette and Courtesies

The personal opinion of coaches regarding athletic matters is as important to the administration as it is to the coaches. However, if that personal opinion is not in agreement with the university administration it reflects adversely on the University; it is in very bad taste for any coach to voice his or her opposite point of view publicly. It is not always easy to withhold comments but remember that unfavorable comments are not in the best interest of the University and ultimately end up as not being in the best interest of either the coach or his or her program.

News Releases

- Maintaining a credible image for the Athletics Department is one of the primary functions of the Communications Department.
- The coach should not have to be bothered by the daily requests for information by news media.
- Coaches should get in the habit of referring questions, requests, etc., to the SLS Communications Director.
- Communications works daily with members of the news media, it is important for him or her to be well informed and knowledgeable. There is nothing more embarrassing for the department than to have a

member of the news media call for information about a player signing or a coach's hiring or some similar event and then have the department say he or she "knows nothing about it."

- General, special, or unusual news at no time is to be released by a coach or staff member, however it is understood that there are news and promotional outlets specifically available for particular Student Life Sports and/or through specific governing bodies overseeing such sports through which a coach or staff member may have a unique relationship. In such cases, a coach may serve as a primary contact with said outlet provided the SLS Communications Director has been informed and approved prior to any information being released.
- Athletics Communications Staff has the professional expertise to handle all news releases. Should a coach or administrator inadvertently leak a significant news item to a member of the media, the Senior Associate Athletics Director, Internal Operations must be advised of this fact as soon as possible.
- Matters of personnel changes and other general policy items will be released by the Communications department in a timely matter.

Press Requests

- Coaches and staff members will frequently be asked about specific subjects and asked to grant interviews. They should cooperate at all times and show all news media every courtesy. In such cases, the SLS Communications Director should be notified of the details surrounding the interview and information provided, especially in circumstances where a reporter or media member may be on campus.
- There will be instances when a coach may not want to grant an interview with a reporter because of "personal differences."
- However, the coach must remember that he or she represents the entire university community and, therefore, has a responsibility to the University to obtain as much favorable publicity as possible.

Press Tact

In the best interest of the University and the Athletics Department, a coach or staff member should not at any time criticize his or her superiors, the conference, game officials, student-athletes, or any other coach or team. Remember again it is not always easy to withhold comments, but remember that unfavorable comments are not in the best interest of the University and ultimately cannot be beneficial to the coach or his or her program.

Social Media

The emergence of social media has created another platform with which student-athletes, coaches and administrators can communicate. Related specifically to Communications, coaches and student-athletes must grant the Senior Associate Athletics Director, Internal Operations viewing access to all social media usages, including (but not limited to) Twitter, Instagram and Facebook. Student-athletes and coaches may not block or deny Media Relations any such access.

Student-Athletes and Staff Social Media Guidelines

- No offensive or inappropriate pictures as determined by the VP of Athletics and/or his designee.
- No offensive or inappropriate comments as determined by the VP of Athletics and/or his designee.
- Any information placed on the website(s) does not violate federal or state laws, university policies, athletics department or team policies.
- Photos and/or comments posted on these sites do not depict inappropriate team related or university identifiable activities (including wearing/using team uniforms or gear inappropriately)
- All social media content must abide by governing body rules and regulations.
- Violations of University policy (e.g., harassing language, university alcohol or drug policy violations, etc.) or evidence of such violations in the content of online social websites are subject to university discipline.

- Examples of inappropriate and/or offensive social media content include, but are not limited to the following:
 - Content targeting underrepresented, minority, disabled, or disenfranchised populations; derogatory language; profanity, obscene or sexual comments and/or gestures; and language that is hostile, harassing, abusive, prejudicial, disrespectful, Insulting, or vulgar.

Monitoring and Safety

- Student-athletes must remember that they are representatives of the University. Please keep the following guidelines in mind while participating on social networking sites:
 - Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of an individual's control the moment it is placed online.
 - Do not post any information, photos, etc. online that could embarrass you, your family, your team, the Athletics Department or the University. This includes information that may be posted by others on your page.
 - Never post your local address, pictures of your home, cell phone number or class schedule. Student-athletes could be the target of predators.
 - Be aware that potential employers and internship supervisors view these sites as a way of screening applicants. In addition, many graduate programs and scholarship committees also search these sites to screen applicants.

Section VI

Athletic Performance

Department

Mission Statement

Provide a positive environment for student-athletes and staff to learn, grow, and develop as leaders both physically and mentally.

Core Values

- **Give 100%**
 - Authenticity and Ability.
 - Be your own coach and bring your own style to the team.
- **Will Do**
 - We will have a “will do” attitude as a fellow coach, mentor, and leader of teams.
- **Invest**
 - Invested in each other by supporting each team member’s roles and goals.
 - Invested in self by prioritizing education, work-life balance, and relationships.
- **Have Fun**
 - Remember to have it and create it daily.

Program Objectives

- Provide educated and skilled staff dedicated to implementing appropriate movement assessments to reduce the risk of injury occurring during athletic performance and in the weight room.
- Communicate and work closely with the Athletic Training staff to decrease the risk of injury and implement the appropriate return-to-play protocol.
- Implement the most up-to-date and effective sport performance training programs.
- Develop individual and team programs based on scientific principles tailored to enhance athletic performance.
- Administer comprehensive programs that address strength, speed, power, acceleration, agility, core development, flexibility, conditioning, and nutrition with the goal of developing the total student-athlete.
- Monitor and report individual and team progress.
- Develop positive relationships with student-athletes, coaching staff, and athletic trainers.

Program Expectations

- Supervise training sessions at all times.
- Ensure all movements and lifts performed in the facility are performed safely and correctly.
- Educate student-athletes on strength training, energy system development, and recovery principles.
- Coach with great enthusiasm and intensity.
- Provide positive and constructive feedback.
- Establish trust and connection with each athlete.
- Treat student-athletes with respect.
- Always demand great effort.

Section VII

Athletic Training

Mission

The Athletic Training Department at Lindenwood University is dedicated to the prevention, care and rehabilitation of athletic injuries experienced by the student-athletes while participating in Lindenwood University Intercollegiate Athletics. The staff consists of the Medical Director, a Head Athletic Trainer, Athletic Trainers, Athletic Training Students, and other medical professionals who work in conjunction with the athletic department. No student-athlete should be permitted to risk permanent aggravation of existing disability whatever the circumstance. Following an injury or significant medical problem, the medical director will decide when the student-athlete can resume practice and/or competition. In the absence of the medical director, or designee, the athletic trainer will decide whether the student-athlete can participate or practice. The athletic trainer will follow the physician's orders on all treatments and will inform the physician on a routine basis as to the progress the student-athlete is making on her/his rehabilitation and treatment. A medical file will be maintained and updated regularly by the athletic trainer for each student-athlete. If a student-athlete is under the care of a physician other than the medical director, a written statement permitting practice and competitive activity, restrictions or any modified activity must be specified and presented to the athletic trainer prior to participation.

Independent Medical Care

Diagnosis, management and return to play determinations for the student-athlete are the responsibility of the institution's primary athletics health care providers (team physicians and athletic trainers). In the best interest of the health and welfare of our student-athletes with both short and long-term effects in mind, the Lindenwood University team physicians and athletic trainers have the unchallengeable, autonomous authority to determine student-athlete care. Coaches will not be allowed to impose demands that are inconsistent with guidelines and recommendations established by team physicians, athletic trainers and their respective sports medicine and athletic training professional organizations.

Confidentiality

The Athletic Training Department takes precautions to ensure that a student-athlete's private health information is kept confidential, however it may be necessary to communicate certain aspects with Lindenwood University personnel to ensure that student-athletes are not at risk for injury. Individuals that may need access to pertinent medical information include but are not limited to team physicians, athletic training students directly involved in the student-athlete's care, athletic administrators and coaches. This information will remain privileged and only accessible to Lindenwood University personnel directly involved with the care and wellbeing of the student-athlete.

Athletic Training Room Hours

All athletic training rooms will be open for treatments throughout the day, Monday-Friday and on the weekend based on practice schedules. Student-athletes should make appointments during these hours with their team athletic trainer. If the student-athlete is unable to attend treatment or rehabilitation during these set hours, they should communicate this to their athletic trainer who will modify their schedule to accommodate the student-athlete.

Athletic Training Room Rules

The athletic training staff, including athletic training students, is committed to a high level of healthcare to our student-athletes. Student-athletes and Coaches are asked to follow the following rules and regulations in the Athletic Training Rooms:

- No one is permitted in the athletic training room without the supervision or permission of a staff athletic trainer.
- It is the sole responsibility of the student-athlete to report all injuries and illnesses to a member of the athletic training staff to ensure proper and expedient care.
- All student-athletes should check-in to Vivature and with their supervising athletic trainer upon entry into the athletic training room.
- No loitering or lounging. All athletes should leave the facility after the conclusion of their required treatment or rehabilitation.
- Absolutely no tobacco products are permitted in the athletic training room.
- Absolutely no food or beverages are allowed in the athletic training room.
- This is a co-ed facility. Proper dress is required.
- No cleats or turf shoes are permitted in the athletic training room. In addition, no shoes are allowed on the treatment tables.
- Please turn off all cell phones and other electrical devices upon entering the athletic training room.
- Profanity and other derogatory/abusive language will not be tolerated.
- Please keep talking to a minimum. Appropriate behavior and conduct will be enforced by all members of the athletic training staff.
- Only authorized personnel are allowed in the storage cabinet(s), storage closet, and hydrotherapy room.
- If you wish to borrow supplies, (coolers, water bottles, tubing, etc.) you must first get approval from a member of the athletic training staff. When the supplies are returned, they should be in the same condition as they were when checked out (CLEAN!).
- The Athletic Training Department is not responsible for any personal items brought into and/or left in the athletic training room.

Medical Eligibility for Athletic Participation

New Student-Athletes

- A Vivature account must be created and all forms including the Medical History, Sickle Cell Trait Testing, Concussion Acknowledgement, Primary/Secondary Insurance Acknowledgement, Student-Athlete Waiver, Consent to Treat/Statement of Risk and Release of Medical Information must be completed and signed.
- Pre-participation Examination – All new student-athletes are subject to be medically cleared, on campus, by a designated physician and the athletic trainer.
- Baseline concussion testing, including a SCAT5 and Impact Testing, must be completed by all new student-athletes.
- Current insurance that covers the student-athlete in the State of Missouri and intercollegiate athletic injuries or illnesses must be on file prior to participation.

Returning Student-Athletes

- Returning student-athletes must log in to their Vivature account and update their insurance, parent guardian contact information and their emergency contact information. They must also complete their Returning Student-Athlete Questionnaire, Concussion Acknowledgement, Consent to Treat/Statement of Risk, Primary/Secondary Insurance Acknowledgement and Release of Medical Information forms.
- The returning student-athlete must see an athletic trainer, on campus to go over their Returner Questionnaire and get their blood pressure, heart rate, height and weight measured. The athletic trainer will decide whether the returning student-athlete is clear for participation or needs to follow up with a physician for a further evaluation.
- Current insurance that covers the student-athlete in the State of Missouri and intercollegiate athletic injuries or illnesses must be on file prior to participation.

Pre-Existing Conditions

Student-athletes who have sustained an injury or have had a significant illness must disclose this information during their annual examination. Failure to report pre-existing injuries or illnesses relieves Lindenwood University of all liability if the student-athlete sustains a subsequent injury or re-injury to the affected body part, provided the original injury was a contributing factor to the subsequent injury in the opinion of the Medical Director. The university's secondary insurance policy is limited to those injuries incurred, which in the opinion of the team physician and certified athletic trainer, are directly attributable to participation in sanctioned intercollegiate athletics while a full-time student and team member at Lindenwood University.

Insurance

Primary Insurance

Participation in intercollegiate athletics involves the inherent risk of injury. For this reason, it remains necessary for all student-athletes to maintain a personal health insurance policy. This policy must remain in effect throughout the entire school year, thus covering all in-season and out-of-season training, practices, and competitions.

Students will not be allowed to participate in any team activity or training until proof of insurance is provided to the athletic training department. It is highly recommended the student-athlete's health insurance policy has a reasonable deductible, as this may be the responsibility of the student-athlete and/or policy holder. Furthermore, this policy must meet the following criteria:

(1) Coverage of interscholastic athletic-related accidents

(2) Coverage in the state of Missouri

*Out-of-state student-athletes with health insurance that only covers emergencies in the state of Missouri may need to return home, at their own expense, for non-emergency, elective medical care. While the university does retain a secondary insurance policy for student-athletes, it must be understood that necessary steps may need to be taken to ensure the primary insurance policy is properly utilized and fully exhausted prior to receiving benefits from the secondary. In addition, if it is determined that a student-athlete incurred out-of-network expenses not covered by his/her primary insurance due to lack of coverage, benefits from the secondary insurance policy may not be available.

In addition to the specific criteria stated above:

(1) Out-of-state Medicaid plans DO NOT meet Lindenwood University Athletics requirements.

Secondary Insurance

The current secondary policy is an accident-only policy and an excess policy. This policy carries a disappearing \$1,000 deductible and eligible medical expenses payable under any other insurance policy or service contract may be used to satisfy or reduce the deductible. After the student-athlete's primary health insurance policy is exhausted and the \$1,000 deductible has been met for the university policy, the secondary health insurance may provide up to the maximum benefit for eligible medical expenses. This may not include certain medical procedures, special services, durable medical equipment, etc.

In addition, this accident-only policy will not provide coverage for the following:

- Costs incurred from the care of injuries and illnesses that are not linked directly to a specific athletic accident or event.
- Costs associated with injuries and illnesses incurred while participating in activities not directly associated with the student-athletes intercollegiate program.
- Costs incurred due to additional testing required as the result of issues or concerns raised during the pre-participation examinations.
- Costs incurred from the emergency care of medical conditions that are not directly attributable to the participation in intercollegiate athletics (i.e. appendectomy).
- Costs incurred due to dental care not relating directly to an athletic incident.
- Costs incurred due to injuries associated with fighting (regardless of the setting).
- Costs incurred due to participation in voluntary workouts including but not limited to open gyms, virtual workouts, captain's practices, in person voluntary workouts with coaches, voluntary summer conditioning programs, etc.

Guidelines for Reporting an Injury/Submitting a Claim

The student-athlete must report all injuries and illnesses to the athletic training staff in a timely manner for appropriate evaluation and referral.

- All medical services and referrals must be coordinated and/or approved by the athletic training department. Any costs related to medical services scheduled without notification and approval from the athletic training department will be the sole responsibility of the student-athlete: this does not include emergency care.
- In the event of an emergency visit, the student-athlete should seek assistance from the athletic training staff immediately after returning to campus.
- The student-athlete must first have all medical expenses filed with his/her primary insurance carrier prior to the secondary policy.
- Once the incident has been verified by the athletic training staff, a claim form will be submitted to the secondary insurance company by the secondary insurance coordinator.
- **The student-athlete is responsible for ensuring all information is submitted to the secondary insurance company.**
- Requested information may be submitted to the secondary insurance company via:
Direct submission from the healthcare provider by providing them with the secondary insurance company information or indirect submission from the student-athlete after information is obtained from the involved parties (medical providers and primary insurance carrier)
- The student-athlete is responsible for ensuring all requested information from the secondary insurance company is provided in a timely manner. This may include, but is not limited to: parent employment verification, itemized bills for services, explanations of benefits, etc.

Failure to comply with requests for additional information may result in a lack of benefits provided by the secondary insurance company.

Catastrophic Insurance Coverage

- **NCAA Student**-Athletes are covered by the NCAA sponsored Catastrophic Injury Insurance Program which covers the student-athlete who is catastrophically injured while participating in a covered intercollegiate athletic activity. The policy has a \$90,000 deductible and provides benefits more than any other valid and collectible insurance.
- **SLS Student**-Athletes are covered by a Lindenwood University provided Catastrophic Athletic Injury Insurance Program for medical expenses resulting from injuries and illnesses sustained by the student-athlete during participation. The Catastrophic Athletic Injury Insurance Program has a \$25,000 deductible; eligible medical expenses payable under any other insurance policy or service contract will be used to satisfy or reduce the deductible. After the \$25,000 deductible has been met, the program provides up to \$5,000,000 worth of benefits for a lifetime.

NCAA Injury Surveillance Program – Datalys

The ISP is a data collection initiative designed to track and analyze medical illnesses and injuries that result from sport participation. The Lindenwood Sports Medicine department will choose at least one NCAA athletic team per season (fall, winter, spring) to participate in the program. An assistant athletic trainer will take the lead on recording within Vivature, the practices, weight lifting sessions, conditioning sessions and games along with the student-athletes on that team who participated for the chosen sport. Injuries will be logged as per usual within Vivature and personnel at Vivature will submit injury data each month to the Datalys Center.

Tryout Policy

Prior to participation in a tryout, a prospective student-athlete is required to present a physical, from the past six months that was administered by a physician, to the athletic training staff. The physical should include a sickle cell solubility test (SST), unless documented results of a prior test are provided to the Lindenwood athletic training staff or the prospective student-athlete may decline the test and sign a Lindenwood Sickle Cell Testing Declination Waiver. The prospective student-athlete must also sign a waiver releasing Lindenwood University of any liability during the tryout and provide documentation of current health insurance before the tryout may occur.

A certified athletic trainer will review all medical histories before the tryout begins. Questionable histories will be referred to the Medical Director for approval of the prospective student-athlete to participate in the tryout.

Concussion

The Lindenwood University Athletic Training Department recognizes that concussions suffered while participating in Intercollegiate Athletics and Student Life Sports pose significant health risks both in the short and the long term. The Lindenwood University Athletic Training Department has implemented policies and procedures to educate, identify, evaluate manage symptoms and implement safe return to learn and return to play protocols for our student-athletes who have suffered a concussion. These policies and procedures have been developed to allow student-athletes, only when their injuries are completely healed and they are physically and mentally prepared, to return to the classroom and competition. The Lindenwood University Concussion Management Policy and plan can be found at:

https://lindenwoodlions.com/sports/2014/4/8/GEN_0408143116.aspx?id=217

Sickle Cell Screening Policy

Sickle cell trait is not a disease and is not a barrier to exercise or participation in sport. Sickle cell trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. During intense or extensive exertion, the sickle hemoglobin can change the shape of red cells from round to quarter-moon, or “sickle.” Research shows how and why sickle red cells can accumulate in the bloodstream during intense exercise. Sickle cells can “log jam” blood vessels and lead to collapse from ischemic rhabdomyolysis, the rapid breakdown of muscles starved of blood. Major metabolic problems from explosive rhabdomyolysis can threaten life. Sickling can begin in 2-3 minutes of any all-out exertion – and can reach grave levels soon thereafter if the athlete continues to struggle. Heat, dehydration, altitude, and asthma can increase the risk for and worsen sickling, even when exercise is not all-out. Despite telltale features, collapse from exertional sickling in athletes is under-recognized and often misdiagnosed. Sickling collapse is a medical emergency.

Screening for sickle cell trait as part of the medical examination process is required in NCAA Division II institutions and Lindenwood University Intercollegiate Athletics unless documented results of a prior test are provided to the institution or the student-athlete or prospective student-athlete declines the test and signs a written release.

Precautions can enable student-athletes with sickle cell trait to thrive in their sport. These precautions are outlined in the references and in a 2007 NATA Consensus Statement on Sickle Cell Trait and the Athlete. Knowledge of a student-athletes sickle cell status should facilitate prompt and appropriate medical care during a medical emergency. Student-athletes with sickle cell trait should be knowledgeable of these precautions, and Lindenwood University Intercollegiate Athletics will provide an environment in which these precautions may be activated. In general, these precautions suggest student-athletes with sickle cell trait should:

- Set their own pace.
- Engage in a slow and gradual preseason conditioning regimen to be prepared for sports-specific performance testing and the rigors of competitive intercollegiate athletics.
- Build up slowly while training (e.g., paced progressions).
- Use adequate rest and recovery between repetitions, especially during “gassers” and intense station or “mat” drills.
- Not be urged to perform all-out exertion of any kind beyond two to three minutes without a breather.
- Be excused from performance tests such as serial sprints or timed mile runs, especially if these are not normal sport activities.
- Stop activity immediately upon struggling or experiencing symptoms such as muscle pain, abnormal weakness, undue fatigue or breathlessness.
- Stay well hydrated always, especially in hot and humid conditions.
- Maintain proper asthma management.
- Refrain from extreme exercise during acute illness, if feeling ill, or while experiencing a fever.
- Access supplemental oxygen at altitude as needed.
- Seek prompt medical care when experiencing unusual distress.

Lightning Safety Policy

Lightning is the most dangerous and frequently encountered thunderstorm hazard that individuals experience every year. It is important that all Lindenwood University athletic teams and personnel are aware of lightning hazards and the specific safety shelter for their venue. The following policy is based on the specific recommendations as stated by the National Athletic Trainers Association (NATA) Lightning Safety position statement and the updated National Collegiate Athletic Association (NCAA) Sports Medicine Handbook.

Emergency Action Plan for Lightning Safety

Chain of Command:

During practices, SLS competition and summer camps/clinics/tournaments, the athletic trainer on duty will be responsible for the monitoring of lightning during inclement weather and have the authority to suspend practice or competition. The Athletic Trainer will communicate suspension of practice or competition to coaches, referees and SLS.

During NCAA competition, the Event Management Staff will be responsible for monitoring inclement weather and have the authority to suspend competition.

Monitoring Weather Service

The Lindenwood athletic training and event staffs will utilize an online weather monitoring system to determine participation status:

- DTN Weathersentry Application will primarily be used to monitor inclement weather and lightning on radar maps.
- Athletic Trainers/Event Staff will receive text messages from DTN Weathersentry and are alerted when lightning is within the “Advisory Range,” “Caution Range” and “Warning Range”.

DTN Alerts:

Advisory Range	30 miles	“Heads up”	Notify Appropriate Staff
Caution Range	15 miles	“Begin Safety Procedures”	Planning Phase
Warning Range	8 miles	“Dangerous Conditions”	Cease Activities
All Clear	No lightning detected for 30 minutes		Return to Play

If the online monitoring system is unavailable, the ATC will utilize the **Flash to Bang Method**:

- Count the seconds from the time the lightning is sighted to when the clap of the thunder is heard
- Divide the number by 5 to obtain how far away in miles the lightning is occurring
- For example, if an individual counts 30 seconds between seeing the flash and hearing the bang, 30 divided by 5 equals 6; therefore, the lightning flash is approximately 6 miles away.

Safe Locations

Safe locations should be clearly identified for student-athletes and spectators in the event of a lightning delay and announced over the loud speaker at events.

In addition to the policy for observing and tracking lightning during practices and events, the following areas are designated as Lightning Safe Shelters for student-athletes:

- | | |
|---------------------------------------|-------------------------------|
| • Football practice/game | SAC Team Locker Room |
| • M/W Soccer practice/game | SAC Team Locker Room |
| • M/W Lacrosse practice/game | SAC Team Locker Room |
| • Field Hockey practice/game | SAC Team Locker Room |
| • Lou Brock Baseball/Softball Complex | Baseball/Softball Locker Room |
| • M/W Rugby practice/game | Field House Team Locker Room |
| • M/W Cross Country/Track/Field | Hyland Arena |
| • M/W Tennis practice/match | Hyland Arena |

During games/events, spectators should be directed to the following locations:

- | | |
|---------------------------------------|-----------------------------------|
| • Football game | Cars/Hyland Arena/Spellman Center |
| • M/W Soccer game | Cars/Hyland Arena/Spellman Center |
| • M/W Lacrosse practice/game | Cars/Hyland Arena/Spellman Center |
| • Field Hockey practice/game | Cars/Hyland Arena/Spellman Center |
| • Lou Brock Baseball/Softball Complex | Cars |
| • M/W Rugby practice/game | Cars/Evans Commons |
| • M/W Cross Country/Track/Field | Cars/Evans Commons |
| • M/W Tennis practice/match | Cars/Evans Commons |

Structures with open areas such as dugouts, tents, storage sheds, shelters, etc. are not considered safe structures and should not be used as shelters during lightning delays.

During competition, precautions must be taken to ensure the safety of spectators. The Event Management Staff or SLS Administration will be responsible for directing spectators to safe shelters.

An announcement should be made over the loudspeaker:

“Ladies and gentlemen, your attention please. Due to lightning in the area, play has been suspended and you must exit the stadium in a calm and orderly fashion and proceed to (alternate location listed above). We will keep you informed on conditions and let you know when it is safe to re-enter and when play will resume.”

Return to Play

Play may resume when there have been no lightning strikes within the warning area for 30 minutes. Conditions will be monitored by the athletic trainer/event staff on the DTN Weather Sentry App and the athletic trainer/event staff will give the “All Clear” to return to on field participation.

Conclusion

Lightning poses a significant danger to the health and wellbeing of athletes participating in athletic activities on the campus of Lindenwood University. A lightning safety policy is only effective if it is enforced. Everyone should be aware of lightning as a threat, and those who oversee participants, whether they are health care providers, event management staff, administration or coaches, should be proactive in vacating all athletes and spectators to a safe location.

Section VIII

Camp, Clinic, and League Academic Year Procedures

All camps, clinics and leagues must adhere to all NCAA rules and regulations.

An institution's sports camp or instructional clinic shall be any camp or clinic that is owned or operated by a member institution or an employee of the member institution's athletics department, either on or off its campus, and in which prospective student-athletes participate.

An institution's sports camp or clinic shall be one that:

- Places special emphasis on a particular sport or sports and provides specialized instruction, practice or competition;
- Involves activities designed to improve overall skills and general knowledge in the sport; or
- Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport.
- A member institution's sports camp or clinic shall be open to any and all entrants (limited only by number and age).

For additional information, contact the Compliance Office

All proceeds from camps, clinics, and leagues during the academic year will go directly to the program unless an exception is made by the VP of Intercollegiate Athletics.

Approval Process

- Locate and complete the Camp, Clinic, League Form in ARMS. All forms are due by the following dates:
 - **FALL CAMP/Clinic DEADLINE:** **SEPTEMBER 1st**
 - **SPRING CAMP/Clinic DEADLINE:** **DECEMBER 1st**
 - **SUMMER CAMP/Clinic DEADLINE:** **MARCH 1st**

Fee Structure

- Coaches are allowed to determine the appropriate fee assessed to participants. However, any discounts and/or trade-outs must be approved in advance by the Compliance Office and Sport Supervisor

Marketing Plan

- Each coach is responsible for advertising their camp
- All marketing materials for camps, clinics, and leagues must be approved by Senior Associate Athletics Director of Internal Operations and Compliance.
- Contact the Senior Associate Athletics Director of Internal Operations with questions or assistance with the online camp software

Administrative Responsibilities

- Each camp administrator will be responsible for maintaining registration material and liability waiver forms
- Checks must be made payable to Lindenwood University and all funds will be deposited by the Office Manager or Specialist, Business Operations
- A copy of the deposit form will be sent via email to the camp administrator.

Related Expenses

- All camp-related expenses will be charged to the sport budget under “camp expenses”
- All meals provided must be arranged and purchased through Pedestal. Contact Nancy Tinker with any questions
- Purchase requisitions should follow normal operating procedure
- The camp will be charged \$25/hour for Lindenwood athletic training services. Contact Kristin Trotter to arrange athletic training services.

Operations Management Plan

- Head coaches and/or assistant coaches must always be present
- Lindenwood Athletic Trainers are required for all on-campus camps, clinics, or leagues.
- Security, Facilities, and Maintenance will be provided a detailed report identifying which sports were running camps, the timeframe of the camps, contact information, etc. Security and Custodial expenses will be charged to the sport if required.

Section IX

Camps and Clinics

Summer Month Procedures

All camps must adhere to all NCAA rules and regulations.

An institution's sports camp or instructional clinic shall be any camp or clinic that is owned or operated by a member institution or an employee of the member institution's athletics department, either on or off its campus, and in which prospective student-athletes participate.

An institution's sports camp or clinic shall be one that:

- Places special emphasis on a particular sport or sports and provides specialized instruction, practice or competition;
- Involves activities designed to improve overall skills and general knowledge in the sport; or
- Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport.
- A member institution's sports camp or clinic shall be open to any and all entrants (limited only by number and age).

For additional information, contact the Compliance Office.

All summer camps and clinics will be privately run by the individual sport coach.

Camp Approval Process

- Locate and complete the Camp, Clinic, League Form in ARMS. All forms are due by the following dates:
 - **SUMMER RESIDENTIAL CAMPS:** **FEBRUARY 1st**
 - **SUMMER CAMP NON-RESIDENTIAL DEADLINE:** **MARCH 1st**

FACILITIES AND SERVICES AGREEMENT

- Operations will administer the facilities and service agreement and the COI may be submitted in ARMS or emailed directly to Operations

Camp Structure (key details outlined in the Facilities and Services Agreement)

- **Rental Rate:** Pricing will be reviewed annual and published prior to camp season
- **Insurance:** Refer to the agreement for minimum insurance requires. A COI must be provided with signed contract.
- **Payment Terms:** The University will provide an invoice based on actual use of facilities and payment will be no later than 20 days after the last day of camp
- **Cancellation Policy:** If a camp is cancelled with at least 2-weeks' notice, you will not be charged a cancellation fee; however, if cancelled less than 2-weeks prior to the start of your camp, you will be charged for the actual cost of the facility rental
- **Background Checks:** The head coach is responsible for conducting criminal background checks for all those that work camps and must supply the documentation upon request
- **Pedestal:** All meals and catering requests for camps must go through Pedestal.
- **Use of Marks:** All collateral materials promoting your camps must be provided to our Athletic Communications and Compliance office for review and approval.

Concessions

- Concessions will be managed by the university, unless otherwise approved.

Residential Camp Structure

In addition to the fee and conditions identified in the day camp structure, overnight cost will be applied. Conditions will follow institutional guidelines:

- Limit of two campers per room.
- Camp director must obtain chaperons (approved by the university) for the entire duration of the camp. The room rate per camper per night and residential charge will be updated and provided annually.
- Room damage fees will be considered a separate fee and will be assessed prior to the disbursement of the net funds.
 - The housing department will provide minimal services. Campers must provide all linens, toiletries, etc.

Residential Camp Continued

Lindenwood University will not be responsible for any lost, stolen, or damaged items while participating or supervising any camps. It is the camp administrator's responsibility to ensure that this is communicated to all participants and his or her staff.

Section X

Catastrophic Incident Policy

Definition of Catastrophic Incident

- Sudden Death of a Student-Athlete, Coach, or Staff Member
 - Death during a Lindenwood University competition, practice, or strength and conditioning training sessions
 - Death during travel
 - Athletic competitions
 - Personal (auto, airlines)
 - Unknown medical anomalies (heart attack, stroke, illness)
 - Victim of a crime
 - Suicide
- Disability/Quality of Life Altering Injury
 - During Lindenwood University Athletics Department participation and/or travel
 - Non-athletic activities
 - Spinal cord injury resulting in partial or complete paralysis
 - Severe head injury
 - Injuries resulting in severely diminished mental capacity or other neurological impairments

Catastrophic Incident Management Team (CIMT)

Vice President of Intercollegiate Athletics	Brad Wachler	bwachler@lindenwood.edu	Cell: 989.621.3178
Assistant Vice President(AVP)	Betsy Feutz	efeutz@lindenwood.edu	Cell: 314.374.0987
Sr. Associate Athletic Director	Tom Wagganer	twagganer@lindenwood.edu	Cell: 314.452.0887
Head Athletic Trainer	Kristin Trotter	ktrotter@lindenwood.edu	Cell: 618.553.6471
Medical Director	Dr. Matt Matava		
Director of Public Safety & Security	Ryan Anderson	randerson@lindenwood.edu	Cell: 618-792-3450
Associate Vice President, Student Affairs	Kelly Moyich	kmoyich@lindenwood.edu	Cell: 314-276-7096
Director of Student-Athlete Mental Health	Becky Taylor	rtaylor2@lindenwood.edu	Office: 636.949.4529

Immediate Action Plan

Home Practice/Competition

- Lindenwood University's athletic training emergency action plan for each sport and sport location will be followed at all home practices and competitions.
- The Lindenwood University's Certified Athletic Trainer will accompany the injured student-athlete to the medical facility if there is appropriate medical coverage still present at the sporting event. If there is not adequate medical coverage, a coaching staff member will accompany the injured athlete to the medical facility. In the event of football or ice hockey games where team physician is present, he/she may accompany the injured athlete to the medical facility.
- The Certified Athletic Trainer will notify Public Safety & Security and then activate the Lindenwood Athletics' CIMT.
- Once at the medical facility, the designated individual will contact the Certified Athletic Trainer with updates.
- The Chain of Command for catastrophic incidents will then be followed

Away Practice/Competition

- The Head Coach and/or Certified Athletic Trainer will assist in the practice/competition site's emergency action plan. **Note: if no Certified Athletic Trainer is present, then the coach or coaching staff member should contact the Head Athletic Trainer directly on his/her cellular phone**
- If a Certified Athletic Trainer is present, he/she will accompany the injured student-athlete to the medical facility.
- If a Certified Athletic Trainer is not present, a designated member of the team will accompany the injured student-athlete to the medical facility. The designated personnel will have the athlete's emergency medical and insurance information.
- The Certified Athletic Trainer will notify Lindenwood's Athletic Catastrophic Incident Team
- Once at the facility, the designated individual will contact the Head Athletic Trainer with any medical updates. The designated individual will remain with the athlete until family arrives or the athlete is released from care.
- The Chain of Command for catastrophic incidents will then be followed...
- Information to be provided to Lindenwood's Athletic Catastrophic Incident Team
 - Name of student-athlete
 - Sport Program
 - Event & location of the incident
 - Name/location of medical facility which student-athlete was transported to
 - Nature of the injury
 - Contact Person
 - If the emergency contact and/or parents have been reached

Chain of Command & Areas of Action

After a catastrophic incident has occurred, the following individuals will be notified to commence his/her responsibilities as set forth below.

- **If the incident occurs during a Lindenwood Athletic Department Activity**
 - Home event: Certified Athletic Trainer notifies Public Safety & Security and CIMT
 - Away event: Certified Athletic Trainer or designated coaching staff member will notify the Head Athletic Trainer
- **Non Lindenwood Athletic Department Activity**
 - Vice President of Intercollegiate Athletics notifies Public Safety & Security and CIMT

Athletics: VP of Intercollegiate Athletics

- Notified by Public Safety & Security or Head Athletic Trainer
- Notifies the President of Lindenwood University and Associate Vice President of Student Affairs
- Notifies additional Athletic Department Administrative Staff
- Notifies Vice President of Human Resources (only if the incident is related to an employee)
- Notifies Legal Counsel
- If the incident is non-sport related, notifies Head Sport Coach

Associate Vice President of Student Affairs

- Notifies the student-athlete's family and/or emergency contact
- Notifies Student Health Services/Counseling Services
- Communicates with AVP

Assistant Vice President of Intercollegiate Athletics

- Notified by VP of Intercollegiate Athletics
- Communicates with counseling services

Head Athletic Trainer

- Notifies Public Safety & Security
- Notifies VP of Intercollegiate Athletics
- Notifies Medical Director
- Communicates with AVP
- Notifies NCAA Catastrophic Injury Service or secondary insurance provider for incidents involving SLS student-athletes

Medical Director

- Communicates with the VP of Intercollegiate Athletics, AVP, Head Athletic Trainer on medical facts and events
- Communicates with any local medical facility and hospital personnel regarding medical facts and events
- Works with the Head Athletic Trainer and AVP to provide information for insurance

Notification - Media

Senior Associate Athletic Director will work with the Director of Communications to coordinate any media release with the VP of Intercollegiate Athletics. **NO RELEASE will be made until parents/guardians are informed and details concerning the catastrophic incident have been validated.**

If the incident involves a large media presence, the media area will be away from campus. The St. Charles Police Station or LUCC building could be used as a staging area for the media.

Lindenwood's Athletic Office Manager will assist the family with travel arrangements, hotel arrangements, etc...

Criminal Circumstances (Accident, Assault, Homicide)

Refer to Campus Student Incident Report

Prevention of Catastrophic Injury and Death in Collegiate Athletes

Best practices for preventing catastrophic injury in collegiate sport are organized into six key areas:

1. Sportsmanship

The principle of sportsmanship is foundational to NCAA athletics competition and creates a moral and ethical framework within which athletics competition occurs. This framework rejects any intentional effort by athletes to use any part of their body, uniform, or protective equipment as a weapon to injure another athlete or themselves. The avoidance of on-field or on-court behaviors intended to cause injury to another athlete must become part of the cultural foundation from which all subsequent sport safety initiatives arise.

All student-athletes that participate in contact/collision sports, especially football, should conduct themselves according to a shared ethical code. This code requires that the head and helmet not be used as a weapon and that unsportsmanlike efforts to deliberately injure an opponent are outside the boundaries of fair and legal play.

2. Protective Equipment

Protective equipment that is used in sport typically must be manufactured and maintained according to performance and safety standards made known by standards organizations such as the National Operating Committee on Standards for Athletic Equipment, ASTM International, and any other pertinent organization. Lindenwood coaches and staff must remain vigilant about ensuring necessary maintenance to confirm the continued safety and legality of protective equipment. This includes the annual certification, recertification, and compliance of any protective equipment to ensure standards are met.

3. Acclimatization and Conditioning

Many nontraumatic deaths take place during the first week of activity of a transition period in training. Given this fact, it is imperative to recognize the vulnerability during these periods and to ensure that both proper exercise and heat acclimatization are implemented.

Acclimatization and physiologic progression with a basis of exercise science and sport specificity are the cornerstones of safe conditioning and physical activity. It takes approximately seven to 10 days for the body to acclimatize to the physiologic and environmental stresses placed upon it at the start of a conditioning or practice period, especially during periods of warm or hot weather.

A minimum expectation is that all strength and conditioning sessions, regardless of when in the year they occur, should be evidence- or consensus-based, sport-specific, intentionally administered, appropriately monitored (irrespective of the phase of training), and not punitive in nature.

For acclimatization and conditioning, the following direction should be considered for all sports and by any individual responsible for the planning and/or implementation of training and conditioning sessions, whether that be a strength and conditioning professional or a sport coach:

- Training and conditioning sessions should be introduced intentionally, gradually, and progressively to encourage proper exercise acclimatization and to minimize the risk of adverse effects on health. This is especially important during the first seven days of any new conditioning cycle, which should be considered a transition period. During transition periods, athletes should be instructed to avoid additional volunteer sessions of physical activity (e.g., 7-on-7 drills, pickup games, drill work). Physical activity schedules during transition periods should be well prescribed, accounting for all sources of physical activity in which an athlete engages.

Examples of transition periods for athletes include, but are not limited to:

- Individual transitions:
 - Athletes new to the program.
 - Returning after an injury or illness.
 - Any delayed participation relative to the team schedule.
- Team transitions:
 - Resumption of training after an academic break (e.g., winter, spring, summer breaks).
- Training and conditioning sessions should be exercise-science based and physiologically representative of sport and the performance components. Conditioning programs should begin with work-to-rest ratio intervals appropriate for the goals of the training session and that allow for proper recovery.
 - Collegiate athletes are especially vulnerable to exertional injuries during the first four days of transition periods, and data supports that modifications in these periods can greatly decrease the risk of catastrophic events. During this time, training and conditioning sessions should be appropriately calibrated and include limitations on total volume and intensity of activity.
 - During the first four days of the transition period, all physical fitness assessments must be modified and approved by the team's athletic trainer and/or athletic performance coach. No physical fitness assessment may be administered at 100% volume and intensity prior to this four-day period.
- All training and conditioning sessions should be documented. In addition, all training and conditioning sessions should:
 - Be approved by a credentialed strength and conditioning professional
 - Address exercise volume, intensity, mode, and duration.
 - Ensure the location of the training and conditioning session is identified in the plan to accommodate venue-specific emergency action planning.

- Be reproducible upon request and be shared with the primary athletics health care providers (team physician and athletic trainer) before the session in which they are to be used.
- Be modified in response to hazardous environmental conditions, scheduling considerations, etc. The amended workout plan should maintain the above principles.

4. Emergency Action Plan

Emergency action plans should be readily available to all members of the athletics community, located both centrally and at each venue at which athletics activities will occur. Emergency action plan should be rehearsed with all relevant sports medicine and coaching staff at least once a year. Equipment necessary to execute the emergency action plan should be available to each venue at which athletics activities will occur. Emergency action plan rehearsal also should be incorporated into new employee orientation.

At a minimum, well-rehearsed and venue-specific emergency action plans should be developed for the following nontraumatic catastrophic events:

- Cardiac arrest
- Exertional heatstroke
- Asthma
- Exertional collapse associated with sickle cell trait
- Any exertional or nonexertional collapse
- Mental health emergency.

In addition, well-rehearsed and venue-specific emergency action plans should be consistent with the NCAA Concussion Safety Protocol Checklist.

5. Responsibilities of Athletics Personnel

- Physical activity should never be used for punitive purposes. Exercise as punishment invariably abandons sound physiologic principles and elevates risk above any reasonable performance reward. As stated in the 2014-15 NCAA Sports Medicine Handbook, this principle has been reinforced by the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports. Any physical activity used for disciplinary reasons must be approved by the team's Athletic Trainer and/or Athletic Performance Coach. If administering conditioning activities outside of scheduled practice plans, the coaching staff is required to obtain approval from the team's Athletic Trainer and/or Athletic Performance Coach.
- If a sport coach fails to follow this policy, penalties may include suspension and/or termination from the university.

6. Education and Training

Athletics personnel, including as a minimum, but not limited to, strength and conditioning professionals, sport coaches, and primary athletics health care providers should participate in annual education that focuses on preventing catastrophic injury and sudden death in sport. Education and prevention strategies should be customized for the unique learning needs of relevant stakeholders and their roles on the athletic team.

Such training should include the following:

- Foundational information regarding emergency action plans
- Head and neck injuries
- Cardiac events
- Environmental monitoring (heat/humidity, lightning)
- Exertional heat illness and heatstroke
- Exertional collapse associated with sickle cell trait
- Asthma
- Rhabdomyolysis
- Diabetic emergency

- Any exertional or nonexertional collapse
- Proper training principles/principles of periodization.

Adapted from the NCAA 2019 Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes.

Tracking and Reporting Catastrophic Injuries, Fatalities or near Fatalities

NCAA Legislation requires that all NCAA member schools report catastrophic events experienced by student-athletes, including events that occur outside of practices or games. Catastrophic events are categorized as the following:

- Fatality
- Nonfatal: permanent severe-functional disability
- Serious: no permanent functional disability but severe injury

Category No. 2 refers to an injury or illness that does not result in death, but leaves the student-athlete with permanent levels of disability (i.e. a spinal cord injury that may not result in death, but it may leave the student-athlete with permanent paralysis of one or more parts of the body). The most frequent types of category No. 2 non-fatal events with permanent disability include:

- Traumatic injury to the spinal cord, brain, eye or internal organs; skull fracture or spinal cord disruption.
- Exertional injury resulting from athletic activity including personal fitness & conditioning activities resulting in: exertional heat stroke, rhabdomyolysis or exertional sickling with subsequent disability.
- Cardiac events – all are included, even those not directly associated with physical activity: Sudden cardiac arrest with subsequent disability

Category No. 3 refers to an injury or illness that is life threatening, but that does not result in death and from which the student-athlete makes a full recovery (i.e. a spinal cord injury that does not result in death, but may produce temporary paralysis that eventually resolves). The most frequent types of category No. 3 serious injury, but without permanent disability:

- Spinal cord injury with severe semi-permanent disability (temporary paralysis).
- Heat stroke, rhabdomyolysis or sickling event, with subsequent full recovery.
- Skull fracture with associated bleeding, with subsequent full recovery.
- A sudden cardiac arrest, with subsequent full recover.
- Commotio cordis (blunt chest impact causing cardiac arrest), with subsequent full recovery
- Lightning injury, with subsequent full recovery.
- Motor vehicle crashes, with subsequent full recovery.

Catastrophic events should be reported to the National Center for Catastrophic Sport Injury Research at www.sportinjuryreport.org/NCAAREport.

If there are any questions regarding the category of an event that may occur, the National Center for catastrophic Sport Injury Research at nccsir@unc.edu or 919-843-8357 or to the NCAA Sport Science Institute at ssi@ncaa.org.

Adapted from the NCAA Catastrophic Sport Injury Reporting FAQs <http://www.ncaa.org/sport-science-institute/ncaa-catastrophic-sport-injury-reporting-faqs>.

Catastrophic Insurance

SLS Student-Athletes are covered by a Lindenwood University provided Catastrophic Athletic Injury Insurance Program for medical expenses resulting from injuries and illnesses sustained by the student-athlete during participation. The Catastrophic Athletic Injury Insurance Program has a \$25,000 deductible; eligible medical expenses payable under any other insurance policy or service contract will be used to satisfy or reduce the deductible. After the \$25,000 deductible has been met, the program provides up to \$5,000,000 worth of benefits for a lifetime.

Section XI

Student-Athlete Discipline Policy

Lindenwood student-athletes are expected to conduct and represent themselves, their team, and the University with the highest levels of honesty, integrity, and character whether it be academically, athletically, or socially. Participating in intercollegiate athletics as a representative of Lindenwood is a privilege and not a right and with that privilege comes responsibilities. Student-athletes – and all Lindenwood students – are expected to adhere to the policies, rules, and regulations of the University. Additionally, student-athletes are expected to adhere to the policies, rules, and regulations, including those governing conduct, of the Athletic Department, their individual team, conference affiliates, and the NCAA and are responsible for familiarizing themselves with the same.

In instances where the University receives a report that a student-athlete engaged in conduct that is potentially prohibited by the University, the Athletic Department, their athletic team, conference, the NCAA and/or any federal, state, or local law, rule or regulation, the University (typically through the VP of Intercollegiate Athletics, Dean of Students, and/or designee), will make an initial assessment based on the nature of the reported conduct about how the University and Athletics Department will respond and proceed with addressing each report. Each report will be handled consistent with the corresponding process based on the policy, rule, and/or regulation implicated by the conduct in the report.

For example, reports of potential violations of the Student Handbook will be handled consistent with the corresponding processes in the Student Handbook, reports of potential violations of the University's Title IX policy will be handled consistent with the University's Title IX complaint resolution procedures, reports of potential violations of Athletic Department, NCAA or conference rules will be handled by the Athletic Department, and reports of potential violations of team rules will be handled by the coach and sport supervisor and will be consistent with team rule violation processes. The VP of Intercollegiate Athletics will collaborate with the Director of Community Standards and Conflict Resolution, and if athletic related sanctions are determined necessary, the VP of Intercollegiate Athletics will follow the student-athlete misconduct and discipline process as outlined below.

Student-Athlete Misconduct and Discipline Process

In situations where the reported conduct falls within the scope of the Athletic Department (i.e., alleged violation of rules, policies, and/or regulations of the Athletic Department, team, conference, and/or NCAA), below is an overview of the resolution process:

1. The Athletic Department receives and reviews the report and coordinates with other University department(s), as necessary, to formulate and appropriate responsive plan;
2. The Athletic Department, or designee, will provide timely written notice of the report and alleged misconduct to the individual(s) alleged to have engaged in the prohibited conduct;
3. The Athletic Department may institute interim measures during the pendency of the investigative process, depending on the specific circumstances of each situation;
 - In the event that a suspension is implemented as an interim measure, a student-athlete will not be permitted to compete and may also be suspended from practice activities and all team activities; however, their name will remain on roster lists and athletic financial aid will continue.

4. The Athletic Department, or designee, will conduct a thorough investigation of the situation that typically includes, but is not limited to:
 - Interviews of individuals who may have information relevant to the situation;
 - Obtaining evidentiary materials from parties or other individuals (e.g., communications, social media posts, photographs, etc.);
 - Providing an equal opportunity for the parties to be heard and to provide information that they would like to be considered;
 - Making a determination, based on a totality of the information gathered during the course of the investigation as to whether it is more likely than not a violation occurred;
 - Informing the parties in writing of the outcome of the investigation and the determination reached;
 - In the event it is determined that a violation occurred, implementing corresponding disciplinary sanctions;
 - Sanctions may include but are not limited to suspension, dismissal from the team, loss of athletic grant-in-aid, and/or dismissal from the University.
 - Providing an opportunity to appeal the determination and/or disciplinary sanction (see below).

Throughout the process, a party may have an advisor of their choice present at any meeting related to the investigation. An advisor may include an attorney retained by a party at their own expense. Any party requesting an advisor may be required to execute an appropriate FERPA consent form. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process. Advisors may participate in an advisory capacity to the party they are advising, but they may not take part directly in any portion of the proceedings, although the advisor may be present with the party they are advising at any time during the process. The advisor may not be a fact witness or otherwise have any conflicting role in the investigation or process.

Appeals

A party may appeal the determination by submitting a written appeal to the Faculty Athletics Representative within five business days of receiving notification of the outcome of the investigation. Limited extensions to the appeal timeframe may be given in extraordinary circumstances. If an appeal is not received within this timeframe, the determination shall be final.

If a party appeals, the appeal must include a written statement outlining all grounds for the appeal and all relevant information they would like considered that they believe supports their appeal. The grounds for appeal may only be based on one or more of the following:

1. There was a material deviation from the process that would significantly impact the outcome of the matter or that may reasonably have resulted in a different determination;
2. The disciplinary sanction is disproportionate to the violation;
3. New or relevant information, not available at the time of the investigation, has arisen that would significantly impact the outcome of the matter;
4. A conflict of interest or bias on the part of the University, or designee, during the investigation improperly influenced the determination.

Dissatisfaction with the outcome of the investigation or the determination, or failure of a party or witness to participate in the investigation, are not in and of themselves grounds for an appeal. The non-appealing party will have an opportunity to review the appeal and may submit a written response to the appeal to the VP of Intercollegiate Athletics within five business days following the appeal being sent to that party. Appeals will be resolved, generally, within seven business days of the VP of Intercollegiate Athletics receiving the written response from the non-appealing parties. The parties will receive written notification of the outcome of the appeal. The appeal decision is final and not subject to further appeal.

Section XII

Disordered Eating and Weight Management Policy

The following are requirements and education pertaining to disordered eating and weight management. The Lindenwood University Athletic Department advocates for the development of healthy and responsible lifestyles for student-athletes, with the goal of long-term enrichment and enhancement of their lives. Behaviors that threaten a healthy lifestyle include disordered eating.

Introduction and Philosophy

- The Department of Athletics recognizes that manifestations of eating disorders reflect the interaction of biological, psychological and sociological factors in both the development of eating disorders and their treatment. Student-athletes are at increased risk of developing patterns of disordered eating due to participation in elite intercollegiate athletics. We understand that healthy weight management practices are necessary to maintain health and optimal performance.
- The effects of disordered eating can range from mild to severe depending on the extent of the disorder and the length of time the individual has engaged in such behaviors.
 - Medically, disordered eating can have short-term and long-term health consequences ranging from an increased risk of sport-related injury to death. There is a potential for serious consequences in every system of the body.
 - Psychologically, individuals with disordered eating have an increased risk of depression and suicide. Disordered eating is often associated with low self-esteem, obsessive thinking and feelings of isolation.
- Recovery from disordered eating can be a difficult process that takes time. In general, the greater the duration and frequency of disordered eating, the longer it will take for recovery to occur.
- Body weight and composition are factors contributing to athletic performance. There is not substantial evidence linking specific body weight and/or composition to superior performance in any sport.
- Each student-athlete has a unique body type that is largely influenced by genetics. This program emphasizes healthy personal improvement in nutrition, body composition, and fitness level, while recognizing individual differences in student athletes.

Goals of the Disordered Eating and Weight Management Policy

- This policy implements an effective multidisciplinary approach to the prevention, identification, and treatment of eating disorders. The treatment team will consist of the Director of Student-Athlete Mental Health, Head Athletic Trainer, team physician and other medical professionals deemed necessary by the team physician. Strength coaches may also be included. The treatment team will meet with the student-athlete to oversee his or her compliance with treatment, as necessary.
- This policy aims to diagnose and provide treatment plans for student-athletes struggling with eating disorders. In addition, this policy advocates for medical, nutritional, and/or psychological services to the student-athlete while respecting his or her privacy.

Prevention of Eating Disorders

- This program follows recommendations made by the National Athletic Training Association Position Statement on Preventing, Detecting, and Managing Disordered Eating in Athletes available here: <http://www.nata.org/sites/default/files/PreventingDetectingAndManagingDisorderedEating.pdf>
- Prophylactic nutritional and psychological education will be considered for sports with increased risk for disordered eating, such as aesthetic sports (gymnastics, diving, cheer, and dance), endurance sports (running, swimming, cycling), and weight class sports (wrestling). Please note: Student-athletes from all

sports are at risk for developing eating disorders. Male athletes are increasingly at risk for negative body image and eating problems, including muscle dysmorphia.

- Training and education about eating disorders is available for professionals working with student-athletes, including coaches, athletic trainers, physicians, strength coaches, administrators and academic advisors.
- Requirements for Weight and Body Composition Goals and Measurements
 - We recommend following the National Athletic Training Association Position Statement on Safe Weight Loss and Maintenance Practices, available here:
<http://www.nata.org/sites/default/files/JAT-46-3-16-turocy-322-336.pdf>
 - Sport coaches will present their concerns about student-athlete's body weight/composition to the team athletic trainer. The medical staff and student-athlete will set goals regarding student-athlete's weight and body composition. The goals will take into account student-athlete's overall health and sport performance. The team athletic trainer should notify the head athletic trainer.
 - Athletic department staff will consider each student-athlete's weight and body composition individually, and refrain from setting group goals.
 - If the goal-setting team agrees that body modifications are likely to improve student-athlete's health and performance, they may refer the student-athlete to a dietitian.
 - Sport coaches will not weigh student-athletes, measure their body composition, or share weight/body composition information publicly unless there are sport specific requirements for weight. It is common for body composition testing to be used as a measure of training effectiveness, and as a general rule, Exercise and Performance Nutrition Laboratory staff will take the measurements. However, student-athletes have the choice to refuse testing.
 - Frequent measuring of weight and body composition can be detrimental to student-athletes. Measurements will only be taken when necessary for assessing the training program's effectiveness. Typically, once per semester should be sufficient, but could be more frequent if deemed necessary by a medical provider to manage issues related to lean body mass.
 - Student-athletes have the right to access their own weight and body composition information. On a case-by-case basis, the head athletic trainer, under the direction of a team physician, may refrain from taking measurements or limit access to that information if contraindicated for health reasons (i.e. a student-athlete with disordered eating).
 - The administrator in charge of the particular sport will be consulted if staff members do not follow these requirements.

Treatment and Intervention

- If a staff member of the athletic department becomes aware of a student-athlete engaging in disordered eating behaviors, that individual should inform an athletic trainer about the observed behaviors. Appropriate intervention involves an expression of concern that the student-athlete is displaying specific eating behaviors that may interfere with his or her health and athletic performance. (See section V. Approaching a Student-Athlete about Disordered Eating.) The head athletic trainer will request that the student-athlete meet with the team physician and Director of Student-Athlete Mental Health for assessment if deemed appropriate.
- If the student-athlete complies with the request for an assessment by members of the treatment team, the team will assess the student-athlete for disordered eating as defined by the DSM-5 (see "Definitions of Eating Disorders").
- If medical staff concludes that the student-athlete is in need of medical, nutritional or psychological intervention, they will develop a treatment plan for the student-athlete. Elements of the treatment plan may include:

- Recommended or required visits with a mental health professional, registered dietitian, and/or team physician
- Health monitoring
- Assessment for medical clearance to continue sport participation
- Referrals to higher levels of care if necessary
- Any other intervention as deemed medically or psychologically necessary
- If there is non-compliance with the treatment plan resulting in risk to the student-athlete's health, the medical staff will meet with the student-athlete. The student-athlete may be required to sign a contract agreeing to the terms of the treatment plan. If he or she refuses to attend the meeting or to comply with the plan, suspension from sport may result.

Approaching a Student-Athlete about Disordered Eating

- In a calm and respectful manner, tell the student-athlete the specific observations that aroused your concerns. Give the student-athlete time to respond.
 - Use “I” statements. (I’m concerned about you because you didn’t eat breakfast or lunch. It worries me to hear you vomiting.)
 - Avoid “You” statements and discussions about weight or appearance. (You’re out of control. You’re too thin and you have to eat!)

Avoid giving simple solutions. (If you’d just eat more, everything would be fine!)
- The student-athlete’s reaction may be fear, denial, or perhaps anger. Encourage the student-athlete to meet with a professional for an assessment, acknowledging that outside help is often necessary for eating problems and is not a sign of weakness. Offer to accompany the student-athlete to the appointment.
 - Suggest that you will follow up with the student-athlete in one week to confirm that he or she has scheduled an appointment with a professional.

Definitions of Eating Disorders

The following definitions are based on the criteria in the Diagnostic and Statistical Manual of Mental Disorders-Fifth Edition (DSM-5):

Anorexia Nervosa

- Restriction of energy intake relative to requirement, leading to a significantly low body weight in the context of age, sex, developmental trajectory, and physical health. *Significantly low weight* is defined as a weight that is less than minimally normal or, for children and adolescents, less than that minimally expected.
- Intense fear of gaining weight, becoming fat or persistent behavior that interferes with weight gain, even though at a significantly low weight.
- Disturbance in the way in which one’s body weight or shape is experienced, undue influence of body weight or shape on self-evaluation, or persistent lack of recognition of the seriousness of the current low body weight.

Bulimia Nervosa

- Recurrent episodes of binge eating. An episode of binge eating is characterized by both of the following:
 - Eating, in a discrete period of time (e.g., within any 2-hour period), an amount of food that is definitely larger than most people would eat during a similar period of time and under similar circumstances.

- A sense of lack of control overeating during the episode (e.g., a feeling that one cannot stop eating or control what or how much one is eating).
- Recurrent inappropriate compensatory behavior in order to prevent weight gain, such as self-induced vomiting; misuse of laxatives, diuretics, or other medications; fasting; or excessive exercise.
- The binge eating and inappropriate compensatory behaviors both occur, on average, at least once a week for three months.
- Self-evaluation is unduly influenced by body shape and weight.
- The disturbance does not occur exclusively during episodes of Anorexia Nervosa.

Binge Eating Disorder

- Recurrent episodes of binge eating. An episode of binge eating is characterized by both of the following:
 - Eating, in a discrete period of time (e.g., within any 2-hour period), an amount of food that is definitely larger than most people would eat during a similar period of time and under similar circumstances.
 - A sense of lack of control overeating during the episode (e.g., a feeling that one cannot stop eating or control what or how much one is eating).
 - The binge eating episodes are associated with three (or more) of the following:
 - Eating much more rapidly than normal
 - Eating until feeling uncomfortably full.
 - Eating large amounts of food when not feeling physically hungry.
 - Eating alone because of feeling embarrassed by how much one is eating.
 - Feeling disgusted with oneself, depressed, or very guilty afterward.
- Marked distress regarding binge eating is present.
- The binge eating occurs, on average, at least once a week for three months.
- The binge eating is not associated with the recurrent use of inappropriate compensatory behavior as in bulimia nervosa and does not occur exclusively during the course of bulimia nervosa or anorexia nervosa.

Other Specified Feeding or Eating Disorder

- This category applies to presentations in which symptoms characteristic of a feeding and eating disorder that cause clinically significant distress or impairment in social, occupational, or other important areas of functioning predominate but do not meet the full criteria for any of the disorders in the feeding and eating disorders diagnostic class.
- Examples:
 - **Atypical anorexia nervosa:** All of the criteria for anorexia nervosa are met, except that despite significant weight loss, the individual's weight is within or above the normal range.
 - **Bulimia nervosa (of low frequency and/or limited duration):** All of the criteria for bulimia nervosa are met, except that the binge eating and inappropriate compensatory behaviors occur, on average, less than once a week and/or for less than three months.
 - **Binge-eating disorder (of low frequency and/or limited duration):** All the criteria for binge-eating disorder are met, except that the binge eating occurs, on average, less than once a week and/or less than three months.
 - **Purging disorder:** Recurrent purging behavior to influence weight or shape (e.g., self-induced vomiting; misuse of laxatives, diuretics, or other medications) in the absence of binge eating.
 - **Night eating syndrome:** Recurrent episodes of night eating, as manifested by eating after awakening from sleep or by excessive food consumption after the evening meal. There is awareness and recall of the eating.

Behavioral and Physical Signs and Symptoms of Eating Disorders

This list serves only as a guideline for the recognition of disordered eating behaviors. Any one symptom alone may not indicate an eating disorder. Careful observation and awareness of a student-athlete's behavior will guide identification of an eating problem.

Anorexia Nervosa

Behavioral Signs and Symptoms

- Reports feeling “fat/heavy” despite low body weight
- Obsessions about weight, diet, appearance
- Ritualistic eating behaviors
- Avoiding social eating situations, social withdrawal
- Obsession with exercise (may increase workouts secretly)
- Feeling cold
- Perfectionism followed by self-criticism
- Seems anxious/depressed about performance and other events
- Denial of unhealthy eating pattern --anger when confronted with problem
- Eventual decline in physical and school performance

Physical Signs and Symptoms

- Amenorrhea (lack of menstrual periods)
- Dehydration (not related to workout/competition)
- Fatigue (beyond expected)
- Weakness, dizziness
- Overuse injuries, stress fractures
- Yellow tint to hands
- Gastrointestinal problems
- Lanugo (fine hair on arms and face)
- Hypotension (low blood pressure)
- Bradycardia (low heart rate)

Bulimia Nervosa

Behavioral Signs and Symptoms

- Excessive exercise beyond scheduled practice
- Extremely self-critical
- Depression and mood fluctuations
- Irregular weight loss/gain; rapid fluctuations in weight
- Erratic performance
- Low self-esteem
- Alcohol or other drug use
- Binges or eats large meals, then disappears

Physical Signs and Symptoms

- Callous on knuckles
- Dental and gum problems (bad breath)
- Red, puffy eyes
- Swollen parotid glands (at the base of the jaw)

- Edema (bloating)
- Frequent sore throats
- Low or average weight despite eating large amounts of food
- Electrolyte abnormalities
- Diarrhea, alternating with constipation
- Dry mouth, cracked lips
- Muscle cramps/weakness

Resources:

Eating Disorders in Sport by Ron Thompson & Roberta Sherman (2010)

Mind, Body, & Sport: Understanding and Supporting Student-Athlete Wellness NCAA (2014)

<http://www.ncaapublications.com/productdownloads/MindBodySport.pdf>

Family Eating Disorders Manual by Laura Hill et al. (2012)

Life Without Ed by Jenni Schaefer and Thom Rutledge (2014)

The Body Image Workbook by Thomas Cash (2008)

The Prevention of Eating Problems and Eating Disorders by Michael Levine

Section XIV

Drug and Alcohol Policy

Overview

Lindenwood University is committed to the physical and mental well-being of its student-athletes. The university holds a strong belief that the use of drugs and alcohol has a negative effect on the academic and athletic performance of its student-athletes. The testing and education policy is designed to accompany the NCAA drug testing policy and university policy. This policy is intended to set a minimum standard by which sanctions are to be enforced. Additional team policies or past rules infractions may increase the severity of incurred penalties.

Purpose

Lindenwood University Department of Intercollegiate Athletics believes that random drug testing and testing based on reasonable suspicion are appropriate to ensure health, safety, and well-being of our student-athletes, to promote fair competition, to affirm compliance with applicable rules and regulations on drug and alcohol abuse, to identify student-athletes who are improperly using these substances and assist them before they harm themselves or others. Lindenwood University recognizes its responsibility to provide educational programming that will support positive decision-making. Primary purpose:

- To provide student-athletes with appropriate education and information about the risks associated with drug and alcohol abuse.
- To identify student-athletes using illicit drugs and provide avenues for treatment, rehabilitation and support.
- Protect the reputation and integrity of Lindenwood University and the Department of Intercollegiate Athletics.

Consent to Participate

Each student-athlete will be required to sign a consent form agreeing to undergo drug and alcohol testing prior to participation in intercollegiate athletics at Lindenwood University. A copy of this consent form will be stored with other medical records. Each student-athlete will attend an informational meeting on the drug testing program and receive a copy of the drug testing program. Student-athletes will have an opportunity to ask any questions regarding the drug and alcohol policy or issues related to signing the consent form. Failure to comply with the requirements of this policy will result in suspension from participation or termination of eligibility to participate in intercollegiate athletics at Lindenwood University.

Education

All NCAA student-athletes, coaches and athletic trainers will participate in an annual formal education program on drug and alcohol awareness each year, during their beginning of the year compliance meetings.

Voluntary Disclosure/Safe Harbor

Lindenwood University Intercollegiate Athletics understands that there are circumstances where individuals have severe substance abuse and/or alcohol problems that originate from background, habit, or recreation. The athletics department has developed a policy to assist those individuals who desire to make a positive life change. To this end, Lindenwood University Intercollegiate Athletics offers student-athletes a Safe Harbor option to willingly seek assistance for problematic substance abuse. A student-athlete who has engaged in prohibited drug or alcohol use is encouraged to seek assistance from the athletics department by voluntarily disclosing his or her use of drugs or alcohol to an athletics department staff member prior to being identified as having violated this policy or receiving notification that he or she must undergo screening.

A student-athlete may self-refer to the Lindenwood University Intercollegiate Athletics “Safe Harbor Program” for evaluation and counseling. The student-athlete is NOT eligible for the Program after notification of an impending drug test or after receiving notice of a positive Lindenwood University, NCAA, or governing body drug test. The self-referral must be approved by the Head Athletic Trainer prior to admission into the Safe Harbor Program. The student-athlete will not be able to enter the Safe Harbor Program thirty (30) days prior to competing at any, post-season competition. Lindenwood University will work with the student-athlete to prepare a Safe Harbor plan, which may include confidential drug testing. If the student-athlete tests positive for a banned substance upon entering the Safe Harbor Program, the positive test will not result in any administrative sanction; however, the student-athlete will be ineligible to participate in intercollegiate activities pending an evaluation. The Medical Director may suspend the student-athlete from play or practice if medically indicated.

The student-athlete will be required to undergo an evaluation by a Lindenwood Student Counseling and Resource Center counselor. The counselor shall determine the appropriate intervention and rehabilitation needed by the student-athlete, based on the circumstances of the case. To aid in the overall recovery of the student athlete, a signed release of information form will be signed by the student athlete to allow coordination between the counselor and athletic staff including but not limited to the Head Athletic Trainer, the Vice President of Intercollegiate Athletics, the Head Coach, and the team athletic trainer. The student-athlete will be permitted to remain in the Program up to thirty (30) days, as determined by the treatment plan. The Head Athletic Trainer may extend the time a student-athlete can remain in the Safe Harbor Program if there is sufficient evidence such an extension will benefit the student-athlete.

While in compliance with the Safe Harbor treatment plan, the student-athlete will not be subject to penalties described in the Lindenwood University Intercollegiate Athletics Drug Testing Policy. However, a student-athlete in the Program may be selected for testing by the NCAA or governing body and subject to penalties set forth in the NCAA and governing body’s drug testing policy. The Vice President of Intercollegiate Athletics, Sport Administrator, Head Athletic Trainer, Medical Director, Head Coach, and Dean of Students will be informed of the student-athlete’s participation in the Safe Harbor Program (if deemed necessary). Other university employees may be informed only to the extent necessary for the implementation of this policy and treatment plan.

If a student-athlete tests positive for any banned substance that indicates new use after entering the Safe Harbor Program or fails to comply with the treatment plan, the student-athlete will be removed from the Program and deemed as the first offense in Lindenwood’s University’s Drug Testing Policy. If the athlete regains his or her eligibility to compete in sport, he or she may be required to undergo follow-up tests at the discretion of the Vice President of Intercollegiate Athletics or the counselor.

Tobacco-Free Policy

The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, provide an environment that encourages individuals to be tobacco-free, reduce health insurance and health care costs, and promote a campus culture of wellness. Therefore, Lindenwood establishes the following smoking policy for all facilities, campus areas and university owned property or vehicles where services are carried out or offered. All university students, employees, contractors and visitors are subject to these regulations.

Tobacco includes but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and any other non-FDA approved nicotine delivery service. Tobacco use is prohibited on Lindenwood University campus.

The NCAA prohibits the use of tobacco products by all game personnel (e.g. student-athletes, coaches, athletic trainers, managers, game officials) in all sports during practice or competitions. **See NCAA Bylaws 11.1.5 and 17.1.7** A student-athlete who violates this tobacco policy shall be disqualified from the remainder of the practice or competition. The Vice President of Intercollegiate Athletics or his or her designee, will sanction other game personnel who violate the tobacco policy.

Method of Selection for Drug Testing

All student athletes who have signed the institutional drug-testing consent form and are listed on the institutional squad list are subject to unannounced random drug testing at any time. Drug testing can be random, at the request of the NCAA or governing body, or upon reasonable suspicion.

Unannounced random drug testing

Athletics Department personnel will use a third party to randomly select student-athletes to participate in the drug testing program. The head athletic trainer will send squad lists, acquired from the compliance office, to Drug Free Sport, who will then randomly select student-athletes to be drug tested.

Reasonable suspicion

The student-athlete may be subject to testing at any time when, in the judgement of the Vice President of Intercollegiate Athletics or his/her designee, reasonable cause exists to suspect the student is engaging in the use of any drugs prohibited in NCAA Bylaw 31.2.3.1. Such reasonable suspicion may be based on objective information as determined by the Vice President of Intercollegiate Athletics, athletic administrators, coaching staff, athletic training staff, team physician, staff personnel, or others, in good faith, and deemed reliable by the Vice President of Intercollegiate Athletics or his/her designee. Reasonable suspicion may be found, but not limited to, observed possession or use of substances that reasonably appear to be drugs of the type prohibited; arrest; producing multiple dilute urine samples during drug testing; conviction or student conduct violation for a criminal offense related to alcohol or the possession, use or trafficking of drugs of the type prohibited; credible reports of use; posting on social media; observed abnormal appearance; and conduct or behavior, including unusual patterns of absence from training or competition, decrease in class attendance, significant decline in GPA, increased injury or illness rate, extreme changes in motivation levels, emotions, and mood, are all reasonably interpretable as being caused by the use of prohibited substances. A reasonable suspicion form must be completed and submitted via ARMS by the athletics administrator, coach, or staff member. The Head Athletic Trainer will initiate the drug test with the student-athlete and inform all necessary parties of the results.

Re-entry/follow-up testing

A student-athlete who has had his or her eligibility to participate in intercollegiate athletics at Lindenwood University suspended may, at the discretion of the Vice President of Intercollegiate Athletics, be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility. A student-athlete who has returned to participation in intercollegiate athletics following a positive drug test under this policy will be subject to follow-up testing at their own expense at a designated lab off-campus. Testing will be announced and will be required at the frequency determined by the Vice President of Intercollegiate Athletics or his/her designees in consultation with the counselor or specialist involved in the student-athlete's case.

Method of Testing

The student-athlete will be notified no more than 24 hours prior to the test and scheduled for testing in-person by the head athletic trainer or compliance office. Notification will consist of a face-to-face meeting with the student-athlete, a phone conversation with the student-athlete, and/or e-mail notification that has been confirmed by the student-athlete. The head athletic trainer or the compliance office will inform the student-athlete of the date, time, and location to report for collection. Student-athletes may be inconvenienced during practices, meetings, strength and conditioning sessions, etc. The student-athlete may even be tested in off-hour times, such as early morning, meal times, and/or late evenings.

Tests will be primarily conducted for, but not limited to, drugs of abuse and other controlled substances provided in Section V. All other substances on the NCAA banned substance list may be included in testing. Drug testing can consist of the collection of urine or hair samples from the student-athlete, or other similar drug tests, under the direct supervision of trained personnel. Analysis of the sample will be performed by a laboratory contracted by the university to do such testing. All samples have positive results indicating the presence of prohibited drugs or their metabolites, will be further analyzed.

Intercollegiate Athletics bans the use of substances and methods that alter the integrity or validity of urine samples provided during drug testing. Examples of banned methods include catheterization, urine substitution, and/or tampering with or modification of renal excretion using diuretics or related compounds. Any urine sample tested for the presence of banned substances may also be tested for the presence of substances used to alter the integrity or validity of urines samples. A positive finding for these substances or other methods of tampering will be considered a positive test. Any attempt to tamper with a urine sample during the collection process will be treated as a positive test. In addition, multiple diluted samples will be cause for follow-up testing. All student-athletes refusing to provide a urine sample will be sanctioned as if their results were positive.

Reporting of Results

All student-athlete information and records associated with the Lindenwood University drug testing program will be confidential and results will be released only to the Vice President of Intercollegiate Athletics, head coach, head athletic trainer, compliance office, sport administrator, and Department of Student Affairs. A confidential meeting will be scheduled to inform the student-athlete of a positive test and include the following people: the student-athlete, sport administrator, head coach, compliance officer, and head athletic trainer. Tests involving reasonable suspicion will automatically result in a follow-up meeting. The results will be discussed and the student-athlete will have an opportunity to comment on the test results and explain why a false positive may have been received. At the written request of the student-athlete, results may be released to outside entities.

Legal Issues Involving Drugs and Alcohol

Incidents and potential consequences for a student-athlete's behavior as it relates to violations of local, state, or federal laws, refer to Lindenwood University's Intercollegiate Athletics Department Student-Athlete Discipline Policy.

Appealing a Positive Test Result

Student-athletes who test positive for a banned substance by the laboratory retained by the University may, within 48 hours following receipt of notice of the laboratory finding, contest the finding. Upon the student-athlete's request for additional testing of the sample, the University shall request the laboratory perform testing on the second sample that was provided during the initial testing. Under no circumstances will the student-athlete be permitted to provide a new sample to be used for the appeals testing. If the appeals testing yields a negative result, the drug test will be considered negative.

The student-athlete will be suspended from all team activities while the second sample is undergoing testing. If the second test comes back positive, the student-athlete will be responsible for the additional testing fees.

Positive Test Sanctions

It is important to remember that the actions listed within this section are minimal sanctions. The Vice President for Intercollegiate Athletics, sport administrator, and the head coach, at their discretion, may impose additional sanctions, if they believe such sanctions are appropriate. The Department of Intercollegiate Athletics reserves the right to add to the practice and/or competition penalties if it is medically determined that the student-athlete poses a serious health risk to himself or others by continuing to participate in athletic practices or competition.

The Department of Student Affairs will be notified of all positive drug and alcohol violations. Lindenwood University reserves the right to apply a fee as outlined in the Student Handbook or dismiss any student-athlete for a positive drug or alcohol violation.

Sanctions for Positive Drug Testing:

First Positive Test

After the first positive test, a meeting with the student-athlete, head coach, sport administrator, compliance officer and head athletic trainer will occur to inform the student-athlete of the positive test. The team physician may be present if deemed necessary by the Vice President for Intercollegiate Athletics. The student-athlete shall be suspended for a number of consecutive competitions equivalent to a minimum of 10% of their sport program's regular and post-season games, matches, or meets (excluding exhibition competitions) immediately following the positive test. If the positive test happens during the student-athletes' non-competitive season the suspension will occur at the beginning of the next competitive season. The student athlete will be required to attend one counseling session for substance-abuse evaluation, and if deemed necessary, attend substance abuse counseling or treatment to protect the health and safety of the student-athlete. Documentation related to the date and time of the required counseling session will need to be provided to the head athletic trainer. The athlete will be subject to regular announced drug testing at the student's expense every four weeks, at a minimum, of one semester. The student-athlete will be required to complete 25 hours of community service within six weeks immediately following the positive test. Community service hours will be verified and approved by the head coach.

Second Positive Test

A second positive test will be considered evidence of a more serious medical and safety problem. A meeting with the student-athlete, sport administrator, head coach, compliance officer and head athletic trainer will occur to inform the student-athlete of the second positive test. Lindenwood University reserves the right to dismiss the student-athlete from the institution. If reinstated, the student-athlete shall be withheld from practice and competition for medical reasons until deemed fit to return by the head athletic trainer and counseling center. The student-athlete will be required to participate in the treatment and education program as determined by the counseling center or Medical Director or his/her designee. Which may include drug testing at the student-athlete's expense. The student-athlete shall be suspended for a number of consecutive competitions equivalent to a minimum of 50% of their sport program's regular and post-season games, matches, or meets (excluding exhibition competitions) immediately following the positive test. If the positive test happens during the student-athletes' non-competitive season the suspension will occur at the beginning of the next competitive season. The student-athlete will be required to complete 50 hours of community service within ten weeks immediately following the positive test. Community service hour will be supervised and approved by the head coach. Failure to comply with treatment programs shall result in disciplinary consequences including but not limited to loss of additional regular and post-season competition.

Third Positive Test

If the student-athlete tests positive a third time a meeting with the student-athlete, head coach, sport administrator, compliance officer and head athletic trainer will occur to inform the student-athlete of the third positive test. Lindenwood University reserves the right to dismiss the student-athlete from the institution. If reinstated, the student-athlete shall lose one year (365 days) of athletic eligibility and athletic financial aid immediately following the positive test. The Vice President for Intercollegiate Athletics and Head Coach will determine if reinstatement is appropriate after the year-long suspension based on negative drug tests and other factors.

Sanctions for anabolic steroids or other performance enhancing drugs:

First Positive

If a student-athlete tests positive for any anabolic steroid or performance enhancing drug, the student-athlete will meet with the head coach, sport administrator, director of compliance, and head athletic trainer to discuss the positive test. The team physician may also be present if deemed necessary by the Vice President for Intercollegiate Athletics. The head athletic trainer, team physician, and mental health professional shall take medically appropriate action which will include substance abuse evaluation, then if deemed necessary, substance abuse counseling or treatment and other action to protect the health and safety of the student-athlete. One session with a licensed counselor is required. Failure to comply with the treatment plan will be considered a second positive test. All costs associated with any counseling session(s) shall be the sole responsibility of the student-athlete. The student-athlete shall lose one year (365 days) of athletic eligibility and may lose athletic financial aid immediately following the positive test. Prior to reinstatement onto his or her previous athletic team or any other intercollegiate team, the student-athlete must pass a performance enhancing drug screen at the end of the twelve-month suspension.

Second Positive

If the student-athlete tests positive a second time for an anabolic steroid or other performance enhancing drug, this will be considered evidence of a more serious medical and safety problem. A meeting with the student-athlete, head coach, sport administrator, compliance officer and head athletic trainer will occur to inform the student-athlete of the second positive test. The team physician may also be present if deemed necessary by the Vice President for Intercollegiate Athletics. Permanent termination of eligibility and loss of all athletic financial aid at Lindenwood University is effective immediately. The positive test result will be provided to Lindenwood University's Associate Vice President of Student Affairs, Community Equity and Inclusion.

Sanctions for alcohol offenses:

An alcohol related violation of Lindenwood University alcohol and drug policy. i.e. minor/underage drinking and/or consumption of alcohol on Lindenwood's campus.

First and Second Offense

The student-athlete will meet with the head coach and sport administrator and sanctions will be determined by the team's policy.

Third Offense

The student-athlete will meet with the head coach and sport administrator to discuss the alcohol related offense. The student-athlete shall be suspended for a number of consecutive competitions equivalent to 20% of their sport program's regular and post-season games, matches, or meets (excluding exhibition competitions) immediately following the second offense. If the third offense occurs during the student-athletes' non-competitive season, the suspension will occur at the beginning of the next competitive season. The student-athlete will be required to attend and complete an entire alcohol abuse education program approved by Lindenwood University.

Fourth Offense

The student-athlete will meet with the head coach and sport administrator to discuss the alcohol related offense. The student-athlete shall lose one year (365 days) of athletic eligibility and athletic financial aid immediately following the fourth incident. The student-athlete will be required to participate in treatment and education program. Failure to comply with treatment programs shall result in an immediate and indefinite suspension from all practice and competition.

Medical Exemptions

Lindenwood University Intercollegiate Athletics recognizes that some banned substances are used for approved medical purposes. Accordingly, Intercollegiate Athletics allows exceptions to be made for student-athletes with a documented medical history demonstrating a need for regular use of such a substance.

Student-athletes are required to inform their athletic trainer of all medications (both prescribed and over-the-counter) and supplements they are taking. The AT department shall have on file a letter from the prescribing physician that documents the student-athlete's medical history demonstrating a need for regular use of a drug. The letter should contain information as to the diagnosis including any special testing, medical history, and dosage information.

In the event a student-athlete tests positive, the head athletic trainer and medical director will review the student-athlete's medical record to determine whether a medical exemption should be granted.

Nutritional Supplements

Lindenwood University Department of Intercollegiate Athletics does not encourage the use of nutritional supplements. Nutritional supplements are not regulated by the federal government and are not tested for quality like prescription and over-the-counter medications. The product claims made by many nutritional supplement manufacturers have not been based on scientific research in many cases. Many nutritional supplements have not been subject to research by unbiased independent researchers to substantiate performance claims. The potential adverse and/or harmful effects of these substances have not been completely studied, but serious adverse effects have been reported in some instances. As there are no federal government labeling requirements for nutritional supplements, some products may contain NCAA banned substances, which are not listed on the label. It is important for student-athletes to remember that each **STUDENT-ATHLETE WILL BE HELD RESPONSIBLE FOR EACH AND EVERY SUBSTANCE THAT ENTERS HIS/HER BODY**. If you are taking or are thinking about taking a nutritional supplement, please check with your athletic trainer or strength and conditioning coach so the validity and safety of the nutritional supplement can be researched.

Scholarships and Financial Aid

The Department of Intercollegiate Athletics reserves the right to reduce or not renew a student-athlete's scholarship and financial aid if the student-athlete is found in violation of participating in the use, sale of, or distribution of any of above drug or alcohol classes.

Drug and Alcohol Treatment Program

Any student-athlete seeking substance abuse treatment is encouraged to utilize the Director of Student-Athlete Mental Health and Lindenwood University Student Counseling and Resource Center services. There are off-campus resources available through referral from the Director of Student-Athlete Mental Health, Medical Director, or Lindenwood Student Counseling and Resource Center. Student-athletes can be discharged from treatment at the discretion of the Director of Student-Athlete Mental Health and Medical Director when counseling and treatment requirements have been met.

Student-Athlete Drug and Alcohol Appeals Process

Under this policy, the decision of the Vice President of Intercollegiate Athletics or the coach regarding The Department of Intercollegiate Athletics Drug and Alcohol Policy will be presumed reasonable. As described below, a student-athlete who feels that an athletic related sanction against him or her is unreasonable must first take informal steps to resolve the situation prior to entering a formal appeal process.

- The student-athlete must discuss the issue directly with the team's Head Coach.
- If the issue is not resolved, the student-athlete must discuss the issue with the team's Head Coach and Sport Supervisor.
- If the issue remains unresolved, the student-athlete may request a meeting with the Vice President of Intercollegiate Athletics. The Vice President of Intercollegiate Athletics will notify the student athlete in writing (via email to the student-athlete's University email address) of the decision regarding what sanction, if any, will be imposed.

If no resolution is reached, the student-athlete may then initiate the formal Appeal Process as set forth below.

Formal Appeal Process

To begin the formal appeal process, the student-athlete must submit a written request to the Faculty Athletics Representative.

- A written request to reduce or lift the sanctions must be addressed to the Faculty Athletics Representative (FAR) within seven calendar days from the date of the Vice President of Intercollegiate Athletics' written notification of disciplinary sanction. The request must be completed and sent via ARMs.
 - o The request must explain why the student-athlete believes that the sanction or other disciplinary action was 1) not a reasonable decision (i.e., that the decision was arbitrary and capricious) or 2) that there are compelling and mitigating circumstances to support a lesser disciplinary sanction. These are the only two grounds for appealing the decision of the Vice President of Intercollegiate Athletics.
- The FAR will appoint an Appeal Committee consisting of three representatives to review the appeal.
- The burden shall be on the student-athlete to establish that the disciplinary sanction was unreasonable or to demonstrate compelling and mitigating circumstances to support a lesser disciplinary sanction.
- After receiving all the evidence and hearing from the parties, the Committee shall deliberate in private to make findings of fact. The findings and decision shall be based exclusively on information provided throughout the appeals process.
- Within 7-10 business days after the appeal letter is received, the committee shall report to the FAR its findings of fact and decision concerning whether the student-athlete has met the burden of proof described in paragraph 1(a) above. If the burden of proof is not met, the Vice President of Intercollegiate Athletics' decision will be affirmed. If the student-athlete meets the burden of proof, the Committee's report shall indicate when the student-athlete may resume participation or have any sanctions lifted or reduced. The decision of the Committee shall be final and binding and cannot be appealed further.

Section XIV

Equipment and Clothing Procedures

UA/BSN

Lindenwood University Athletics signed an agreement with Under Armour and BSN to be the primary provider of athletic apparel and equipment. It is each coach's responsibility to adhere to all conditions surrounding this agreement below:

- Athletes, coaches, and all staff members of the Athletic Department will wear Under Armour apparel, footwear, other products and accessories when applicable.

To insure timely and effective processing, all purchase requisitions affiliated with this agreement will be processed in the following manner:

- Coaches will contact their BSN representative to obtain a quote for the items and decorations requested.
- An athletic purchase requisition should be completed by the Coach and submitted in ARMS along with the quote, for processing.
 - Refer to the "Expenses" section for PO# approval and processing procedures
 - Coaches should refer to the logo templates located in Athletics SharePoint
 - All vendors must be a Learfield Licensed Provider. The buyer can use the Learfield License Portal to verify the vendor is an approved logo provider. See the Senior Associate Athletics Director of Internal Operations or Manager of Marketing with any questions.
 - Designs outside of these specifications must be approved on a limited basis by the Senior Associate Athletics Director of Internal Operations
 - Incomplete forms will be returned and delay further processing

Other Equipment Requests

All other purchase requisitions will not be approved without securing a minimum of three competitive bids, unless purchasing through a preferred vendor. A written bid from a vendor must be submitted, including, but not limited to, a complete description of style, color, size, model number, quantity, and cost. Improperly completed bids will be returned to the submitter and will delay purchase.

Only licensed vendors are authorized to produce Lindenwood Logos.

Inventory

It is the responsibility of each head coach to keep an accurate, up-to-date inventory of their team's equipment, supplies, and apparel. The coach should be able to provide an up-to-date inventory upon request.

Donation/Selling of Equipment

Donating and selling of old equipment is allowed but must be approved the Vice President of Intercollegiate Athletics, Compliance Office, and Assistant AD of Business Affairs (WHO WOULD THIS BE NOW?) in advance to donating or selling said items. Related NCAA rules and regulations must be followed. The Equipment and Uniform Disposal form is found in ARMS. Contact the Compliance Office for questions.

Rings

Request for championship rings may be made by teams meeting the following criteria:

- Won a team or individual national championship

Teams may fundraise to cover the cost of conference or tournament championships. All ring designs and cost must be approved by the sport supervisor prior to ordering.

Section XV

Expenses and Requests for Funds

Request for Funds:

University Expense Cards

The University is providing an expense card (E-Card) which is to be used primarily for travel related expenses. This includes competition travel and recruiting. A Competition Schedule Form, Recruiting Form or an E-card Approval Form must be completed and submitted in ARMS for complete approval prior to use. Each form is routed through ARMS for the necessary approvals. The final form should be attached to any expense reports. The following policies and procedures must be adhered to:

- **ALL** transactions related to this expense card must be pre-approved.
- This university issued card is for university related business and not personal use. Do not provide any of the account details of this credit card to anyone but applicable staff members.
- All NCAA rules and regulations must be adhered to with regards to the usage of this expense card.
- All policies and procedures pertaining to a normal purchase order must be followed when requesting to use the university expense card as an alternative.
- An E-card approval must be completed for all non-travel requested expenses.
- Purchases under \$500 are allowed without prior approval as long as guidelines are followed. Approval is still necessary for recruiting, legal documents will still need to be signed by the appropriate University representative, purchase orders should be used whenever possible and licensing requirements adhered to regardless of the amount.

When requesting to use the university expense card for athletics team travel, keep in the mind the following:

- Requests for funding related to athletic trips must be included on the competition schedule submitted in ARMS and approved by the Sport Supervisor and Business Operations.
- If the event is not on the approved schedule, the request cannot be processed.
- All expenses for the trips should be included –all transportation, hotel, meals (allowed 3 per day), entry fees, miscellaneous expenses, etc
- Upon approval, a copy of the form will be forwarded via email by Business Operations, confirming approval to use the assigned university credit card.

Check Requests

If a check request is required and approved, all back-up material (voucher, entry fee form, invoice, W-9, EFT form, etc.) should be included in the Check Request workflow in ARMS. The check request form is located in ARMS. Once approved, it will be entered into Workday for processing.

Purchase Order Approval

An Athletic Purchase Requisition Form along with the required number of quotes should be completed and submitted in ARMS. Once approved, the request will be processed through Workday and Procurement will issue a PO to the vendor. The Designated Requisition Creator will email a confirmation copy to the requestor once the process is complete.

- Purchase Requisitions must identify the cost center and spend category and must be signed by the head coach or department head. Sport Supervisor approval will occur in ARMS.

Approved Vendors

All Purchase Requisitions require the vendor be on the Lindenwood approved vendor list. All orders using Lindenwood marks must be on the Lindenwood Licensed Vendor List.

All new vendor requests must be submitted on the New Vendor Request Form along with a W-9 and EFT form to Business Operations for review and submission through Workday for the appropriate University approvals. The requestor will be notified if the vendor is approved and available for use. The New Vendor Request Form can be found in ARMS.

Packing Lists

Immediately after items are received, a Packing List Form must be submitted in ARMS.

Fundraising

All fundraising plans must be submitted for approval using the Fundraiser or Camp/Clinic/Leagues workflow in ARMS. The Sport Supervisor, Compliance, Facilities and Business Operations will approve the Fundraiser or Event. All approvals will occur in ARMS. The final approval must be attached to any expense reports or requisition requests related to the event.

All fundraiser events using campus facilities must be submitted by published deadlines in order to be considered for approval.

Section XVI

Facilities

Athletic Facilities Upkeep

Lindenwood University offers state of the art facilities for its coaches and student-athletes. It is the responsibility of each coach and their program to maintain these facilities. Each coach is expected to make sure that his/her team picks up their trash, stores equipment and keeps related locker-rooms clean.

Coaches are also expected to respect all facility usage and adhere to all policies currently in place. Coaches should insure that their players are adhering to all policies.

It is recommended that the sports primarily affiliated with each facility establish a schedule of maintenance for their respective areas. Report any problems with related facility to the Facilities Director, or Senior Associate Athletics Director and the can submit a FAMIS work order with operations for repairs.

Failure to meet these expectations will result in the loss of facility usage.

Field House Fitness Center

The Fitness Center is located across from Hunter Stadium, and it serves as the primary strength and conditioning facility for Lindenwood University's student-athletes. The facility offers several types of training equipment, including free weights, machine weights, and cardio equipment. It is important that Fitness Center patrons use the equipment in a responsible manner and adhere to the facility rules to assure health, safety, and effective training while avoiding injuries and other complications. For Fitness Center availability and/or reservation requests, please reach out to the Assistant Athletic Director of Athletic Performance, Michael Reese, at mreese@lindenwood.edu.

Fitness Center Facility Rules

- Appropriate clothing and footwear is required. Patrons are expected to wear shirts, athletic shorts/pants, and tennis shoes. The Athletic Performance staff reserves the right to ask patrons to change or leave the facility if clothing is not compliant or is deemed inappropriate based on their professional judgment.
- No equipment will be checked out of the storage closet unless a patron is working directly with an Athletic Performance Coach or an Exercise Science Instructor.
- All patrons are required to wipe down equipment and rack weights after usage.
- All patrons are encouraged to take appropriate action to prevent the spread of infectious diseases. Individuals with open sores, infections, or appear to have a contagious disease are prohibited from training.
- Throw away all trash prior to leaving the facility (water bottles, etc).
- Profanity, physical or verbal abuse, horseplay, and other inappropriate behaviors are prohibited.
- Misuse of the equipment will not be tolerated (throwing or slamming dumbbells and weights, etc).
- Absolutely no spitting inside of the Fitness Center.
- All patrons must be courteous and respectful to the Athletic Performance staff and student employees.
- Stealing from the Fitness Center is not tolerated and will result in the removal of Fitness Center privileges.

**Rules are implemented to assure health, safety, and effective training while avoiding injuries and other complications. Teams or individuals that fail to comply with the guidelines and rules will be prohibited from training at the Fitness Center.*

Hyland Arena

The Hyland Arena was opened in 1997 and is the home of many Lindenwood University sports. Its indoor courts host basketball and volleyball games, wrestling matches, and gymnastics meets as well as cheerleading and dance competitions and outside rentals. The Hyland Arena is also the location of some exercise science and athletic training classes, in addition to the offices of several head coaches and athletics administrators.

Hours of Operation

While in-season sports are given priority to court time, other time slots may be available throughout the year. Student-athletes interested in using the facility must be supervised by a coach. Anyone interested in reserving court time must contact the athletics director.

Rules and Regulations

- No street shoes on the gym floor.
- A valid Lindenwood ID is needed to use courts when not being used by in-season sports
- Locker rooms are assigned to team sports and visiting teams. Please use the men's and women's restrooms located on both levels of the facility
- No food or drink allowed on or around gym floor and bleachers
- No smoking inside the facility
- Use trash cans for disposal of any trash
- Elevators to be used for handicap personnel or carrying of heavy loads.
- Always lock down if you are the last one to utilize the facility

Parking

The parking lot behind the Hyland Arena is available for faculty, staff, students and visitors. Unless a vehicle has a handicap sticker or tag, one cannot park in handicap parking spaces. Failure to comply will result in a parking fine. To insure adequate parking for home competitions as well as daily classes, any team traveling to other locations for competition must park their vehicles on the upper most level of the parking lot for the duration of the trip. Any vehicle violating this rule may receive a parking ticket that must be paid in the business office.

Harlen C. Hunter Stadium

Harlen C. Hunter Stadium is one of the busiest places on campus throughout the year. It is the home for Lindenwood football, men's and women's soccer, field hockey, both men's and women's lacrosse, and both men's and women's rugby programs. The stadium was built in 1976 by the St. Louis football Cardinals for a place to hold their training camp. In 1988, the stadium was renovated and a new artificial turf was installed. The stadium is named after Dr. Harlen C. Hunter who founded the St. Louis Orthopedic Sports Medicine Clinic in Chesterfield in 1979, the first clinic of its kind in the St. Louis area. Hunter was the key to the upgrades of the playing surface in 1988.

Hours of Operation

While in-season sports are given priority to court time, other time slots may be available throughout the year. Student-athletes interested in using the facility must be supervised by a coach. Anyone interested in reserving court time must coordinate requests through the University's EMS software.

Rules and Regulations

- Remove ALL equipment from the field after ALL practices and competitions are completed (it is not the event staff's responsibility to clean up after competitions). Equipment should be moved outside the fence around the playing field or placed in the garage storage
- Turn off the field lights when finished using the field
- NO chewing of seeds, gum or tobacco on the turf surface
- Remove all trash from the press box and lock the facilities after each practice or competition
- NO pets allowed in Hunter Stadium

Centene Community Ice Center, Maryland Heights, MO

Centene Community Ice Center is the home to the Lindenwood men's and women's hockey programs. The facility includes three indoor sheets of ice and one outdoor sheet that can also serve as an amphitheater during the summer. Most Lindenwood games are played on the USA Rink which features 2,500 seats and a center hung videoboard.

Lindenwood Tennis Courts

Lindenwood tennis courts where the men's and women's tennis programs hold their practices and matches are located next to the Lindenwood House and across from the Lou Brock Complex.

Lindenwood Track

The Lindenwood track is the practice facility for both the men's and women's track teams and the grass infield also holds many outdoor teams' practices. The infield received a turf surface and other improvements during the summer of 2011. Bleachers were also added to add approximately 500 seats to the facility

Rules and Regulations

- NO chewing of seeds, gum or tobacco on the turf surface
- NO pets allowed in Hunter Stadium
- Turn off the field lights when finished using the field
- Clean up dugouts and field after each practice and competition
- Remove all trash from the press box and lock the facilities after each practice and competition

Lou Brock Sports Complex

The Lou Brock Sports Complex is the home for the Lindenwood baseball and softball programs. The complex was built in 2005 and has hosted various prominent national events, including most recently hosted the 2021 GLVC Conference Championship as well as the 2021 NCAA Division II Midwest Regional. The complex is named after one of the best St. Louis Cardinals in team history. Lou Brock played for the Cardinals from 1964-1979 and was inducted into the baseball hall-of-fame in 1985. During his career, Brock helped the Cardinals to National League pennants in 1964, 1967, and 1968 and to World Series championships in 1964 and 1967, and he was a six time all-star.

Rules and Regulations

- NO chewing of seeds, gum or tobacco on the turf surface
- NO pets allowed in Lou Brock Sports Complex
- Turn off the field lights when finished using the field
- Clean up dugouts and field after each practice and competition
- Remove all trash from the press box and lock the facilities after each practice and competition

St. Peters Rec-Plex

The Rec-Plex is the home for the Lindenwood men's and women's swimming and diving teams.

Built in 1994, the Rec-Plex opened to the U.S. Olympic Festival's aquatic events. In addition to hosting the Olympic Festival, the 2004 U.S. Olympic Diving Trials and the 2005, 2006, 2009, and 2010 NAIA Swimming and Diving Championships have been held at the Rec-Plex

Emergency Evacuation Plan For All Athletic Facilities

In the event of an emergency, coaches, players, and spectators will be directed to a secure location.

Please adhere to all requests from the public-address announcer. Refer to the following links for information on the University's Building Emergency Exits Plans and Basic Emergency Action Plans:

<http://www.lindenwood.edu/student-life/campus-security/building-emergency-exits/>

<http://www.lindenwood.edu/files/resources/beap.pdf>

Section XVII

Gift-In-Kind

Many times throughout the year, the Athletic Department or individual teams receives donations of items at no costs to its programs. These donations are referred to as “Gifts-in-Kind” or “Payments-in-Kind”. The Athletic Department must track these donations in order to assure the donors receive all contribution benefits allowed and they must have documentation in order to receive credit for tax purposes. In addition, the gift-in-kind needs to be documented so revenue reports to Lindenwood University are accurate, and for the purpose of ensuring compliance with NCAA Rules

The following procedures must be followed by a coach or staff member any time an individual, organization or business indicates they intend to make a gift-in-kind donation to Lindenwood University Intercollegiate Athletics.

- Access the “Gift-in-Kind Donation” form in ARMS by selecting the “Donations” Workflow. This form must be completed in order to ensure the donation is credited to the proper accounts. The “Gift-in-Kind Donation” form must be utilized for both, tangible and non-tangible items.
 - **Tangible Items** – Tangible items include any item that can be held in your hand, such as food, t-shirts, printers, etc.
 - **Give Online** – Tangible items to be sold for cash, can be donated online through Lindenwood University’s Give Online.
 - **Non-Tangible Items** - Non-tangible items include any service which is provided, such as internet services, cellphone services, rental of tangible items.
- When accepting a “Gift-in-Kind” donation, the athletic staff member must complete the “Gift-in-Kind Donation” form and submit it along with receipts or a substantiating appraisal in ARMS.

Section XIII

Mental Health Best Practices

Mission

Lindenwood University's Athletic Department is committed to supporting and promoting student-athlete mental health. Collegiate athletes are faced with similar challenges as their non-athlete peers and additionally must respond to the stressors of their sport. Mental health is a critical component of student-athlete wellness, and Lindenwood Athletics strives to create an environment that supports wellness while also providing the appropriate resources and mental health referrals for student-athletes.

Contact Information

Vice President of Intercollegiate Athletics	Brad Wachler	bwachler@lindenwood.edu	Cell: 989.621.3178
AVP of Intercollegiate Athletics/SWA	Betsy Feutz	efeutz@lindenwood.edu	Cell: 314.374.0987
Sr. Associate Athletic Director	Tom Wagganer	twagganer@lindenwood.edu	Cell: 314.452.0887
Head Athletic Trainer	Kristin Trotter	ktrotter@lindenwood.edu	Cell: 618.553.6471
Medical Director	Dr. Matt Matava		
Director of Public Safety & Security	Ryan Anderson	randerson@lindenwood.edu	Cell: 618-792-3450
Associate Vice President, Student Affairs	Kelly Moyich	kmoyich@lindenwood.edu	Cell: 314.276.7096
Assistant AD, Academic Support Services	Casey Finnell	cfinnell@lindenwood.edu	Cell: 913.284.4994
		jhunn@lindenwood.edu	
Director of Counseling Services	Jonathan Hunn		Office: 636.949.4528
Legal Counsel	Mark Falkowski	mfalkowski@lindenwood.edu	Office: 636.949.4916
Director of Student-Athlete Mental Health	Becky Taylor	rtaylor2@lindenwood.edu	Office: 636.949.4529

Mental Health Emergency Action Management Plan (MHEAMP)

Mental Health Emergencies:

- Suicidal and/or homicidal ideation
- Highly agitated or threatening behavior, acute psychosis: auditory/visual hallucinations/delusions, paranoia
- Acute delirium/confusion state
- Acute intoxication or drug abuse
- Sexual Assault - Refer to Lindenwood University's Sexual Misconduct Manual

Situations, symptoms or behaviors that may be considered mental health emergencies:

- Talking about wanting to die: "I don't think I can do this anymore, I don't want to be here anymore, things would be better if I were not here."
- Writings/Drawings of a suicidal nature (text messages, social media posts, etc.)
- Having a plan for suicide
- Having access to the plan/acquiring the means to commit suicide (rope, gun, pills, etc.)
- Rehearsal of the plan
- Suicidal statements/previous attempts
- Giving away personal items
- Putting affairs in order (personal notes, goodbye letters, wills)
- Talking about feeling hopeless or having no purpose

- Talking about feeling trapped, in pain, or empty
- Talking about being a burden to others
- A sudden change in mood: a lift in spirits after extreme depression
- Substance abuse of any kind
- Acting anxious, agitated, or reckless
- Sleeping too little or too much
- Withdrawing or feeling isolated
- Showing rage or talking about seeking revenge
- Displaying extreme mood swings

Written procedures for management of mental health emergencies:

In the case of an immediate risk to safety to self or others:

- Keep yourself safe
- Keep others safe – keep a safe distance between the student-athlete in distress and others in the area
- Do not leave the student-athlete alone, however, do not put yourself in harm's way if they try to leave

If a student expresses suicidal thoughts, remain with the student 24/7. Follow the appropriate procedure listed below in the procedures, chain of command, and areas of action section.

In the event of a mental health emergency, the following individuals may be notified:

- Director of Student Athlete Mental Health
- Vice President of Intercollegiate Athletics
- Assistant Vice President of Intercollegiate Athletics
- Public Safety & Security
- Law Enforcement
- Associate Vice President, Student Affairs
- Senior VP of Operations
- Head Athletic Trainer
- Assistant Athletic Director of Academic Success/Manager of Student Support and Accessibility Program
- Director of Residence Life (if student resides on campus)
- Director of the Student Counseling & Resource Center (SCRC)
- Student-Athlete's Emergency Contact

The listed individuals will work together to medically excuse the student athlete from sport and academics. The Head Coach will be notified of the student athlete's medical excuse from sport by the Head Athletic Trainer. Individual responsibilities are listed below in the procedures, chain of command, and areas of action section.

Procedures, Chain of Command, & Areas of Action

In the event of a mental health emergency, the following individuals will be notified to commence his/her responsibilities as set forth below.

On Campus

- **During normal Student Counseling & Resource Center (SCRC) business hours (8:00-5:00)**, if no harm has been inflicted, and there is not an immediate concern for the safety of the student athlete or the safety of others:
 - Do not leave the student athlete alone
 - Contact the SCRC at 636.949.4541 and communicate the need for an emergency appointment
 - Speak with SCRC staff and provide detailed information regarding your concern (ex: the student reported not wanting to be alive, has been late to practice, recently experienced a death in the family, and recently experienced a breakup).
 - Walk the student athlete to the (SCRC) located in Evans Commons on the 3rd Floor, during normal business hours (M-F: 8:00AM-5:00PM) OR contact public safety & security (636.949.4911) and ask for an escort due to a mental health emergency

A mental health professional at the SCRC will then carry out a mental health assessment to determine the student athlete's needs including ways in which to ensure safety and the appropriate level of care.

If an off-campus mental health assessment and or hospitalization is deemed therapeutically appropriate by SCRC staff the following will occur:

- The student athlete's emergency contact will be contacted by either SCRC staff or the Associate Vice President, Student Affairs
- Public safety and security and law enforcement are notified.

Notification to Public Safety & Security will trigger automatic notification to:

- The Associate Vice President, Student Affairs
- The VP of Intercollegiate Athletics
- Director of Public Safety and Security
- Senior VP of Operations
- Director of Residence Life (if student resides on campus)

Athletics: Director of Student Athlete Mental Health

- Notifies student athlete emergency contact with student consent
- Notifies Head Athletic Trainer of medical emergency with student consent

Head Athletic Trainer

- Notified by Director of Student Athlete Mental Health
- Notifies head coach of student athlete medical emergency and excuse from sport
- Notifies Assistant Athletic Director for Academic Success/Manager of Student Support and Accessibility Program
- Notifies Assistant VP for Intercollegiate Athletics

Assistant Athletic Director for Academic Success/Manager of Student Support and Accessibility Program

- Notifies student athlete's instructors regarding any missed classes

Associate Vice President, Student Affairs

- Notifies student emergency contact, if necessary

On Campus

- **After normal SCRC business hours (8:00-5:00)**, if harm has been inflicted, and or there is an immediate concern for the safety of the student athlete or the safety of others:
 - Do not leave the student athlete alone
 - Implement the Basic Emergency Action Plan for a Medical Emergency
 - Contact 911 and ask for a CIT officer to be dispatched
 - Contact Public Safety & Security (636.949.4911)

Contacting Public Safety & Security will trigger automatic notification to:

- The Associate Vice President, Student Affairs
- The VP of Intercollegiate Athletics
- Director of Public Safety and Security
- Senior VP of Operations
- Director of Residence Life (if student resides on campus)

Athletics: Vice President of Intercollegiate Athletics

- Notified by campus public safety and security
- Notifies the Assistant VP for Intercollegiate Athletics

Assistant VP for Intercollegiate Athletics

- Notified by the Vice President of Intercollegiate Athletics
- Notifies Director of Student-Athlete Mental Health
- Notifies Head Coach of medical emergency
- Notifies Head Athletic Trainer
- Notifies Assistant Athletic Director of Academic Success/Manager of Student Support and Accessibility Program, as needed
- Follows up with the staff member responsible for contacting 911

Assistant Athletic Director for Academic Success/Manager of Student Support and Accessibility Program

- Notifies student-athlete's instructors regarding any missed classes

Director of Student Athlete Mental Health

- Reaches out to the student athlete and initiates services

Associate Vice President, Student Affairs

- Notifies student-athlete's emergency contact, if necessary
- Notifies Residence Life (if student resides on campus)
- Notifies Director of SCRC

Off Campus

If made aware of a mental health emergency that occurred OFF-CAMPUS:

- Ensure 911 has been contacted and a CIT officer has been dispatched.
- Notify the Assistant VP for Intercollegiate Athletics

Athletics: Assistant VP for Intercollegiate Athletics

- Notifies the Director of Student Athlete Mental Health
- Notifies the VP of Intercollegiate Athletics
- Notifies the Associate Vice President, Student Affairs
- Notifies Head Athletic Trainer
- Notifies Assistant Athletic Director of Academic Services/Manager of Student Support and Accessibility Program

Assistant Athletic Director for Academic Success/Manager of Student Support and Accessibility Program

- Notifies student-athlete's instructors regarding any missed classes

Director of Student Athlete Mental Health

- Reaches out to the student athlete and initiates services

Associate Vice President, Student Affairs

- Notifies the student athlete's emergency contact

Off Campus: University Affiliated Travel

Do not leave the student athlete alone

- Call 911 and ask for a CIT officer to be dispatched
- Notify the student's emergency contact
- Notify the Assistant VP for Intercollegiate Athletics

Athletics: Assistant VP for Intercollegiate Athletics

- Notified by the staff member in contact with the student-athlete
- Notifies the Vice President of Intercollegiate Athletics
- Notifies the Associate Vice President, Student Affairs
- Notifies the Director of Student-Athlete Mental Health
- Notifies Head Athletic Trainer
- Notifies Assistant Athletic Director of Academic Services/Manager of Student Support and Accessibility Program

Assistant Athletic Director for Academic Success/Manager of Student Support and Accessibility Program

- Notifies student-athlete's instructors regarding any missed classes

Director of Student Athlete Mental Health

- Reaches out to the student athlete and initiates services

Return to Sport

Once a student-athlete is discharged from the treatment facility/program, he/she must provide the head athletic trainer and/or team athletic trainer medical clearance from a licensed mental health professional prior to returning to any team activities including, but not limited to, practice, competition, and strength and conditioning session. The return to sport documentation must occur following discharge from the treatment facility/program and must include any sport restrictions. A session with a licensed mental health professional post-discharge from a mental health facility can occur on campus or off campus.

In the event of a behavioral health assessment, documentation outlining the aftercare plan should be followed and provided to the Director of Student Athlete Mental Health.

Routine Mental Health Referral

Situations, symptoms or behaviors that may indicate a possible nonemergency mental health concern:

- Feeling sad, empty, hopeless, worthless
- Excessive worry or fear
- Feeling out of control/powerless
- All-or-nothing thinking
- Negative self-talk
- Legal issues, fighting, difficulty with authority
- Changes in eating & sleeping habits
- Withdrawal from social contact
- Decreased interest in activities that have been enjoyable prior
- Decreased performance in school and sport
- Sports injury
- Difficulty with relationships
- Elevated mood, rapid speech, increase in impulsivity/risky behaviors
- Loss/grief
- Weight loss and weight gain
- Loss of emotion or sudden changes of emotion within a short period of time
- Problems of concentrating, focusing, remembering
- Unusual crying
- Alcohol/drug use
- Increased heart rate, breathing rapidly, sweating, trembling, panic attacks
- Physical complaints: headaches/stomach aches/gastrointestinal complaints
- Gambling issues
- Family history of suicide
- Family history of child maltreatment

When a student athlete comes to you in emotional distress and they do not present an immediate threat to the safety of themselves or others:

- Demonstrate compassion.
- Remain calm yourself (calm body language and tone of voice).
- Listen to the student athlete. Allow them to express their thoughts and be heard.
- Avoid judging the student athlete.
- Provide unconditional support. You do not have to solve their problem.
- Validate the student athlete's experience and offer hope.
- Gather information.
- Ask questions including questions of safety ("are you thinking of harming yourself? And "are you thinking of suicide?").
- Please note, asking the important questions will NOT plant the idea in their head.
- By asking questions about suicide, you will receive valuable information. If they hesitate or confirm, you know to elevate the intervention.

Respect boundaries and abilities

- You will not be taking on the role of a counselor. You need to only listen, care and offer resource referral information.
- Know what you are comfortable doing and what you are not comfortable doing.
- Do not promise secrecy. If necessary, you can inform the student-athlete: “It took courage for you to disclose this information to me. And, by telling me, it says you want to do something about what is going on. The best thing we can do is to inform someone else such as a mental health provider who can provide you the care you need.”

When you identify a student-athlete who would benefit from mental health services but they do not possess the awareness of this need:

- Inform the student-athlete in a matter of fact manner that you believe they would benefit from counseling. Base your recommendations on their behaviors or, identify specific behaviors that you have noticed and are concerned about.
- Ask the student how they are feeling, how their actions are impacting their life, and if they have done anything about it so far.
- Leave open the option for the student to accept or refuse the recommendation.
- Encourage time to “think it over.” But remember to follow-up.
- If the student-athlete refuses to attend counseling, leave the issue open for possible reconsideration.

Making a referral to the SCRC:

- Schedule an appointment with the student athlete by dialing 636-949-4541.
- Walk with the student athlete to the SCRC (M-F: 8:00AM-5:00 PM) to schedule an appointment.
- Notify the team athletic trainer of the athlete referral to the SCRC.

Communication with Student Athlete Parents

Family Notification Policy

- If concerned about the well-being of a student athlete that is not in immediate risk and the student athlete refuses mental health services, contact the Associate Vice President, Student Affairs to see if the concern falls under the family notification policy.
- If the concern falls under the family notification policy, the Associate Vice President, Student Affairs will initiate contact with the student athlete’s family.

Receipt of Contact from Student Athlete Parent

- If a parent reaches out to communicate student athlete mental health concerns, listen to the concerns, however, do not provide mental health information.
 - If the mental health concerns fall under the Mental Health Emergency Action Management Plan, follow the appropriate procedure listed in the Mental Health Emergency Action Management Plan (1-4).
- Discuss campus mental health resources that are available to all student athletes, discuss student athlete education surrounding campus mental health resources, and encourage the parent to discuss campus mental health resources with his/her student athlete.
- Discuss ability to communicate parent concerns with student athlete and communicate campus mental health resources to student athlete.
- Communicate ability to speak with student athlete and with student athlete consent, call student parent with student athlete present to discuss parent concerns.
 - Discuss parent concern for student athlete with student athlete and benefits and or drawbacks of

- conversation with parent.
 - If student athlete consents to conversation between coach, student athlete, and student athlete parent, discuss that you would like to share what you have been observing and ask if there is any information that is off limits to share.
 - If student athlete is not currently seeking mental health services, discuss the benefits of counseling/mental health services and encourage the student athlete to utilize campus mental health services.
 - Upon student athlete consent for mental health services, make an immediate referral to the SCRC.
- Notify Director of Student Athlete Mental Health.
 - Provide detailed information to the Director of Student Athlete Mental Health.
 - The Director of Student Athlete Mental Health will assist with navigating the situation.

Mental Health Referral Options

- Lindenwood University Student Counseling and Resource Center, Evans Commons 3rd Floor
 - Director of Student-Athlete Mental Health: Becky Taylor, MSW, LCSW
 - Office #: 636.949.4529
 - Email: rtaylor2@lindenwood.edu
 - Student Counseling Office
 - Front Desk #: 636.949.4525
 - To schedule an appointment call #: 636.949.4541
- Behavioral Health Response (BHR)
 - 12647 Olive Blvd. Ste. 200, St. Louis, MO 63141
 - Office #: 314.469.4908
 - 24-hour line: 1.800.811.4760
- National Suicide Prevention Lifeline
 - 1.800.273.8255
 - Text “HOME” to 741741
- Compass Health Network
 - 102 Compass Point Dr., St. Charles, MO 63301
 - Office #: 636.946.4000
- Creve Coeur Counseling Associates
 - 9666 Olive Blvd. Ste. 330 & Ste. 205 St. Louis, MO 63132
 - Office #: 314.991.0100
 - Sessions are \$25 (no insurance required)
 - Services provided by non-licensed counseling trainees, under supervision
- Bridgeway Behavioral Health
 - Sexual Assault Center, St. Charles County
 - 24-hour crisis line: 1.877.946.6854 or 636.946.6854
- St. Louis Behavioral Medicine Institute (SLBMI)
 - 16216 Baxter Rd. Ste. 205 & 225 Chesterfield, MO 63017
 - Office #: 636.532.9188
 - Specialized services for anxiety, depression and eating disorders
- S.A.F.E. Choice St. Louis (treatment for self-injurious behavior)
 - 8000 Bonhomme Ste. 211 St. Louis, MO 63105
 - Office #: 630.819.9505

- Joseph Lenac, Licensed Sport Psychologist
 - 425 N. New Ballas Rd. Ste. 280 Creve Coeur, MO 63141
 - Office #: 314.995.7201
 - Email: joe@joelenac.com
- Riley Nickols, Licensed Clinical and Sport Psychologist
 - St. Louis Office- 16 N. Gore Ave. Ste. 204 Webster Groves, MO 63119
 - Cell#: 513.505.2160
 - Email: RileyNickolsPhD@gmail.com

Eating Disorder Referral Options

- Sarah Gleason, RD, LD, CEDRD
 - 1550 Wall St. St. Charles, MO 63303
 - Office #: 314.275.0658
 - Email: sarah@sarahthedietitian.com
 - Website: sarahthedietitian.com
- Heidi Williams, MPH, RD, CSSD, LD
 - 130 East Jefferson 2nd Floor Kirkwood, MO 63122
 - Office #: 314.680.2145
 - Email: Heidi.m.williams@gmail.com
- Lori Adams, RDN, CSSD, LD
 - 140 Prospect Ave. Ste. H Kirkwood, MO 63122
 - Office #: 314.308.9115
 - Email: lori@nutritionfitforyou.com
 - Website: www.nutritionfitforyou.com
- Taylor Larson, RD, CSSD, LD
 - 16 N. Gore Ave. Ste. 204 Webster Groves, MO 63119
 - Office #: 314.620.9284
 - Email: taylor@strongrootsnutrition.com
 - Website: www.strongrootsnutrition.com
- Riley Nickols, PhD, Counseling and Sport Psychologist
 - 16 N. Gore Ave. Ste. 204 Webster Groves, MO 63119
 - Cell #: 513.505.2160
 - Email: RileyNickolsPhD@gmail.com

Additional Signs/Symptoms of Mental Health Disorders

Anxiety and Depression

Individuals may experience anxiety and depression for many reasons including genetic predisposition, challenges of transitions, academic stress, financial pressures, family problems, interpersonal difficulties, and grief/loss. Participation in athletics does not provide student-athletes immunity to these stresses, and it has the potential to pose additional demands. Student-athletes may experience significant anxiety that interferes with their athletic and/or academic performance. For student-athletes with strong athletic identities, injuries can be devastating and increase their risk of depression.

Anxiety Disorders

Everyone may experience occasional worry or panic. Anxiety disorders involve distressing, persistent anxiety or maladaptive behaviors to reduce anxiety. The most common anxiety disorders are Generalized Anxiety Disorder and Panic Disorder.

Generalized Anxiety Disorder is excessive, chronic worry that causes distress and impairment in functioning. The worry is associated with restlessness, fatigue, difficulty concentrating, irritability, muscle tension, and/or sleep disturbance.

Panic Disorder involves recurrent and unexpected panic attacks. A panic attack is a surge of intense fear and discomfort associated with pounding heart, sweating, trembling, shortness of breath, chest pain, nausea, dizziness, chills, numbness, feelings of unreality or detachment, fear of losing control, and/or fear of dying.

Anxiety Signs and Symptoms

- Increased heart rate
- Muscular tension
- Breathing rapidly
- Tightness in chest
- Having a sense of impending danger or doom
- Sweating

Depression and Mood Disorders

Everyone feels sad from time to time, but depression is a syndrome that causes significant distress and impairment in functioning (school, sport, sleep, eating, and work). Types of mood disorders include Major Depression, Persistent Depressive Disorder, and Bipolar Disorder. For any one individual, the number, severity, and duration of symptoms may vary.

Major Depression, or “clinical depression,” is a combination of symptoms that interfere with functioning. Student-athletes experiencing five or more symptoms for two weeks or longer should be referred to the athletic trainer and mental health professional.

Depression Signs and Symptoms

- Depressed, sad, or “empty” mood for most of the day and nearly every
- Lack of or loss of interest or pleasure in activities that were once enjoyable (hanging out with friends, practice, school, hobbies): decreased performance in school/sport
- Irritability
- Change in sleep habits
- Fatigue/Loss of Energy/Feeling Slowed Down
- Change in appetite (including weight loss or gain)
- Difficulty concentrating/Indecisiveness
- Feeling sad or unusually crying
- Recurrent thoughts of death or thoughts about suicide
- Frequent feelings of worthlessness, hopelessness, or excessive guilt

Persistent Depressive Disorder involves depressive symptoms for at least two years.

Bipolar Disorder, or “manic-depression,” involves cycling mood swings from major depressive episodes to mania. Depressive episodes may last as little as two weeks, while manic episodes may last as little as 4 days.

Mania Signs and Symptoms

- Abnormal or excessive elation
- Unusual irritability
- Markedly increased energy
- Poor judgment
- Inappropriate social behavior
- Increased talking
- Racing thoughts
- Increased sexual desire
- Decreased need for sleep
- Inflated self-esteem/Grandiose notions
- Increase in goal-directed activity

Substance Use and Abuse

Research shows that student-athletes are more likely to engage in high-risk behaviors when it comes to substance use. This includes behaviors such as binge drinking, drinking to get drunk and driving while under the influence. Many factors play into why college athletes are at higher risk of substance abuse. Some of those include the added pressure of being an elite athlete and balancing the school, social pressure, career concerns and athletic performance. Substance use can span from frequent alcohol consumption, stimulant substances (cocaine, ephedrine, amphetamines and medications for ADHD), marijuana, and anabolic steroid use (or performance enhancing substances). All these substances have a particular effect on an athlete and can be detrimental to his/her performance and health.

Signs and Symptoms of Substance Use

- Impairment of behavior or mood
 - Concentration (marijuana, stimulant)
 - Depressed mood (alcohol, marijuana)
 - Imbalance or impeded speech (alcohol, marijuana)
 - Lack of commitment to sport, practice or missing multiple practices (alcohol, marijuana, stimulant, PES)
 - Shakiness, rapid speech or movements (stimulant)
 - Isolation (alcohol, marijuana, stimulant).
- Impairment of relationships
 - Irresponsible regarding commitments or responsibilities (alcohol, marijuana, stimulant)
 - Detachment from social relationships (alcohol, marijuana, stimulant)
 - Changes in social group-removing him/herself from teammates (alcohol, marijuana, and stimulant).

Alcohol & Athletic Performance

Adapted from AAI American Athletic Institute & NCAA

How Alcohol Affects Muscle Development and Recovery

Alcohol use cancels out gains from your workout

- Consuming alcohol after a workout, practice, or competition can cancel out any physiological gains you may have received from such activities. Not only does long-term alcohol use diminish protein synthesis resulting in a decrease in muscle build-up, but even short-term alcohol use can impede muscle growth.

Alcohol causes dehydration and slows down the body's ability to heal

- Speeding the recovery of sore muscles and injuries is integral to optimal performance. Alcohol is a toxin that travels through your bloodstream to every organ and tissue in your body, causing dehydration and slowing your body's ability to heal itself.

Alcohol use prevents muscle recovery

- In order to build bigger and stronger muscles, your body needs sleep to repair itself after a workout. Because of alcohol's effect on sleep, however, your body is robbed of a precious chemical called "human growth hormone" (HGH). HGH is part of the normal muscle-building and repair process and the body's way of telling itself your muscles need to grow bigger and stronger. Alcohol, however, can decrease the secretion of HGH by as much as 70 percent!

Alcohol use depletes your source of energy

- Once alcohol is absorbed through your stomach and small intestines and finally into your cells, it can disrupt the water balance in muscle cells, thus altering their ability to produce adenosine triphosphate (ATP), which is your muscles' source of energy. ATP provides the fuel necessary for your muscles to contract. A loss of ATP results in a lack of energy and loss of endurance.

How Alcohol Affects Your Ability to Learn New Plays and Strategies

Alcohol use inhibits your ability to learn new information

- Any athlete knows that preparation, such as learning new plays and sound strategies, is essential to peak performance. However, alcohol can have a devastating effect on this process. When there is alcohol in your system, your brain's ability to learn and store new information is inhibited due to compromising of the hippocampus, a structure deep in the brain vital to the formation of memories. If you cannot form new memories, you cannot learn.

Alcohol use hampers memory and retention

- Much of your memory formation occurs while you sleep. Alcohol affects your sleep cycle by disrupting the sequence and duration of normal sleep, reducing your brain's ability to learn and retain information. Even drinking up to six hours before you go to sleep will negatively affect your sleep cycle. For example, if you drink after a day of classes, studying, or learning new plays, you are not getting 100 percent out of your efforts because of the effects of the alcohol you drank.

How Alcohol Affects Nutrition and Recovery

Alcohol uses and constricts metabolism and endurance

- Being physically fit and well-conditioned is the hallmark of a champion. However, no matter how many wind sprints you do, drinking alcohol constricts your aerobic metabolism and endurance.

Alcohol use inhibits absorption of nutrients

- Not only is alcohol devoid of proteins, minerals, and vitamins, it actually inhibits the absorption and usage of vital nutrients such as thiamin (vitamin B1), vitamin B12, folic acid, and zinc:
 - **Thiamine** (vitamin B1) is involved in the metabolism of proteins and fat and the formation of hemoglobin. It is also essential to optimal performance for its role in metabolizing carbohydrates
 - **Vitamin B12** is essential to good health. It helps maintain healthy red blood and nerve cells
 - **Folic acid** is an integral part of a coenzyme involved in the formation of new cells; a lack of it can cause a blood disorder called "megaloblastic anemia," which causes a lowering of oxygen carrying capacity and thus negatively affects endurance activities
 - **Zinc** is also essential to your energy metabolic processes. since alcohol depletes your zinc resources, the effect is an even greater reduction of your endurance.

Post-Concussion Syndrome

Student-athletes who suffer from post-concussion syndrome will likely miss practices and competitions over a lengthy period of time. Those who return to play while symptomatic and sustain an additional injury are at risk of severe neurological side effects. To reduce the amount of time that a student-athlete is held out of practice or competition, early recognition and removal from play, and ensuring that the student-athlete does not return to play before medical clearance, are critical risk-reducing behaviors.

Situations, symptoms or behaviors that may indicate a possible post-concussion syndrome:

- Decline in attention, concentration, and memory
- Easily fatigued
- Disordered sleeping
- Headache
- Vertigo
- Irritability or aggression on little or no provocation
- Anxiety or depression
- Changes in personality

*the symptoms result in a significant impairment in functioning, which can include impairment in social and occupational functioning

Chain of Command and Areas of Action

- Make sure athletes removed from play due to a concussion do not feel pressure from the coaching staff to return to play before fully recovered.
- Communicate with the team about concussion safety prior to the season, and verbally reinforcing the importance of concussion safety throughout the season so athletes feel comfortable reporting concussion symptoms to medical personnel.
- Be in touch with student-athletes during their recovery period, communicate that they remain valued team members, and encourage help-seeking from the appropriate medical professionals, including mental health professionals.

The staff member confronted by a student-athlete with post-concussion syndrome, or identifies post-concussion signs, symptoms, or behaviors will notify the Head Athletic Trainer. Be prepared to provide the following information:

- Student-athlete's name and contact information
- Description of the situation
- If the student-athlete was referred to a mental health provider, provide detailed information on the referral and provider.

Athletics: Head Athletic Trainer

- Notified by the staff member in contact with the student-athlete
- Notifies the Director of Student-Athlete Mental Health
- Notifies Assistant Athletic Director for Academic Support Services

Mental Health and Suicide Prevention Resources

National Resources

NCAA Health and Safety

<http://www.ncaa.org/health-and-safety/medical-conditions/mental-health>

National Alliance on Mental Illness (NAMI)

<https://www.nami.org/>

National Institute of Mental Health

www.nimh.nih.gov/index.shtml

Anxiety and Depression Association of America

www.adaa.org

Trevor Lifeline (LGBTQI)

<http://www.thetrevorproject.org/>

Half of Us

<http://www.halfofus.com/>

National Domestic Hotline

<http://www.thehotline.org/> 1-800-799-7233

National Sexual Violence Resource Center

<https://www.nsvrc.org/>

National Eating Disorders Association

<https://www.nationaleatingdisorders.org>

National Suicide Prevention Lifeline and Chat services

www.suicidepreventionlifeline.org

Suicide Prevention Resource Center

www.sprc.org

American Foundation for Suicide Prevention

www.afsp.org

HelpGuide

www.helpguide.org/home-pages/suicide-prevention.htm

Athlete-Specific Resources

NCAA: Supporting Student-Athlete Mental Wellness

<http://www.ncaa.org/sport-science-institute/supporting-student-athlete-mental-wellness>

National Eating Disorder Association (NEDA) Coaches and Trainers Tool Kit

<https://www.nationaleatingdisorders.org/sites/default/files/Toolkits/CoachandTrainerToolkit.pdf>

NEDA for Athletes

<https://www.nationaleatingdisorders.org/tags/athletes>

TED Talk: Victoria Garrick, Athletes and Mental Health: The Hidden Opponent

<https://www.youtube.com/watch?v=Sdk7pLpbIls>

Support for Sport

<http://www.supportforsport.org/index.html> For student-athletes to help identify when teammates and friends are struggling with mental health issues and how to make the necessary referrals.

Athletes Connected

<http://athletesconnected.umich.edu/>

NCAA Sexual Assault and Interpersonal Violence Resources

<http://www.ncaa.org/sport-science-institute/sexual-assault-and-interpersonal-violence>

References

NCAA Mind, Body and Sport - Understanding and Supporting Student-Athlete Mental Wellness. Retrieved from <http://www.ncaa.org/sport-science-institute/introduction-mind-body-and-sport>
Thompson, R.A. & Sherman, R.T. (2007). Managing student-athletes' mental health issues. Retrieved from https://www.ncaa.org/sites/default/files/2007_managing_mental_health_0.pdf

Section XIX

Name, Image, Likeness Policy

Purpose

The purpose of this Student-Athlete Name, Image and Likeness Activity Policy (“Policy”) is to set forth and define the institutional guidelines for Lindenwood University (“LU”) student-athletes who use their names, images, or likenesses for compensation.

Scope

For the purpose of this policy, a Name, Image and Likeness Activity (“NIL Activity”) is any business activity in which a student-athlete is compensated in any way for the use of the student-athlete’s name, image, or likeness.

Policy

- LU student-athletes may participate in NIL Activities for which they receive compensation so long as those activities are permissible under guidelines from the NCAA, GLVC, Lindenwood policies, and comply with applicable federal and state law. Student-athletes must disclose to LU the details of any NIL Activity 7 days prior to the agreement using LU Student-Athlete Name, Image and Likeness Activity Reporting form available ARMS. LU Student-Athletes have an ongoing obligation to disclose to LU all NIL Activity.
- Student-athletes may not use LU intellectual property, trademarks, and/or logos in connection with NIL Activities without prior **written consent** from LU. Student-athletes may request the use of protected marks during the disclosure process in ARMS before the activity occurs, **but may not engage in any NIL Activities until they have received such approval.**

NIL Activities may not be used by LU or any of its representatives to recruit prospective student-athletes to LU or for the purposes of compensating LU student-athletes for their athletics performance. Among other things, this means, for example:

- Compensation for NIL Activities must be commensurate with the market rate for similar services in the relevant market (i.e. fair market value).
- LU employees, including active outside consultants, may not assist student-athletes in the development, operation, or promotion of NIL Activities.
- LU employees may not provide apparel or gear to student-athletes for purposes of NIL Activities.
- Student-athlete access to LU resources and facilities for purposes of NIL Activities may be provided at the same level of availability and cost as the public.

Student-athletes may not engage in NIL Activities with people, organization, businesses, or other entities in the following categories:

- Alcohol and/or alcohol products;
- Casinos, gambling, and/or sports wagering;
- Marijuana and/or associated products and/or paraphernalia;
- Firearms and/or other weapons;
- Adult entertainment and/or sexually explicit materials;
- NCAA banned substances, pharmaceuticals and/or performance enhancing drugs;
- Political purposes and/or causes;
- Higher education institutions;
- Tobacco and/or related products; and
- Current Lindenwood partners.

Student-athletes may not engage in NIL Activities during required LU athletic team activities or while representing LU in any capacity, including during travel relating to LU athletic competitions.

Student-athletes may use professional service providers (e.g., attorneys, marketing agents, brand managers, etc.) to assist with the management and procurement of NIL Activities and/or to review their NIL Activity agreements. Such providers' engagement must be limited to NIL activities and may not be used to secure opportunities as professional athletes.

The LU Athletic Compliance Office will review NIL Activities disclosed on the corresponding reporting form for potential conflicts with this Policy and NCAA legislation and policies.

International student-athletes may not be eligible to receive compensation for NIL Activity agreements in the United States and should consult with LU's International Student Office.

Violations of this Policy should be reported immediately to the LU Athletic Compliance Office and may result in a variety of consequences depending on the nature and type of infraction.

Enforcement

Violations of this policy may result in appropriate disciplinary measures in accordance with state law, federal law, University and athletic department's policies, procedures and/or codes of conduct and may result in NCAA sanctions up to and including permanent ineligibility to participate in college athletics. In addition, violations of this policy may result in cancellation of athletics grant-in-aid if a student athlete is deemed ineligible to participate in competition.

Questions about this Policy should be directed to the LU Athletic Compliance Office.

Section XX

Pregnant Student-Athlete Policy

Introduction

Pregnancy places unique challenges on the student-athlete. The purpose of this policy is to develop guidelines to protect the health, confidentiality, scholarship and ability of the pregnant student-athlete to participate while also assisting medical providers, coaches and administrators with uniform procedures that address this medical condition. Student-athletes will not be judged based on decisions to carry pregnancy to full-term, to terminate pregnancy, or adoption.

Student-athletes should not be forced to terminate a pregnancy because of financial or psychological pressure or fear of losing their institutional grants-in-aid. Per NCAA rules, institutional financial aid based in any degree on athletics ability may not be reduced or canceled during the period of its award because of an injury, illness or physical or mental medical condition. An NCAA institution may approve a two-semester or three-quarter extension of the 10-semester/15-quarter period of eligibility for a female student-athlete for reasons of pregnancy.

The Lindenwood University Athletics Department secondary insurance does not cover medical costs related to pregnancy, childbirth, or termination of pregnancy. The student-athlete is responsible for all costs related to pregnancy. The student-athlete may be provided with information regarding financial assistance or referred to individuals with that information.

Confidentiality

Pregnancy is treated just like any other temporary medical condition and the health, safety, and well-being of the student-athlete and unborn child will remain a priority within the Lindenwood Intercollegiate Athletics Department.

While not required, it is **strongly recommended** that the student-athlete notify their team athletic trainer of a pregnancy as early as possible, regardless of whether the pregnancy will be carried to term or terminated. It is in the student-athlete's best interest to ensure that proper medical care and/or necessary counseling is being sought. The sports medicine staff should be well-versed in the athletics department's policies and be able to access the identified resources. The sports medicine staff will respect the student-athlete's requests for confidentiality until such time when there is medical reason to withhold the student-athlete from competition.

Exercise and Pregnancy

Assessing the risk of intense, strenuous physical activity in pregnancy is difficult. There is some evidence that women who exercise during pregnancy have improved cardiovascular function, limited weight gain and fat retention, improved attitude and mental state, easier and less complicated labor and enhanced postpartum recovery. There is no evidence that increased activity increases the risk of spontaneous abortion in uncomplicated pregnancies. There are, however, theoretical risks to the fetus associated with increased core body temperatures that may occur with exercise, especially in the heat.

The fetus may benefit from exercise during pregnancy in several ways, including an increased tolerance for the physiologic stresses of late pregnancy, labor and delivery.

The safety of participation in individual sports by a pregnant woman should be dictated by the movements and physical demands required to compete in that sport and the previous activity level of the individual.

Exercise in the supine position after the first trimester may cause venous obstruction, and conditioning or training exercises in this position should be avoided. Sports with increased incidences of bodily contact (basketball, ice hockey, field hockey, lacrosse, soccer, and rugby) or falling (gymnastics, equestrian, downhill skiing) are generally considered higher risk after the first trimester because of the potential risk of abdominal trauma. The student-athlete's ability to compete also may be compromised due to changes in physiologic capacity, and musculoskeletal issues unique to pregnancy. There is also concern that in the setting of intense competition a pregnant athlete will be less likely to respond to internal cues to moderate exercise and may feel pressure not to let down the team.

The American College of Obstetrics and Gynecology states that competitive athletes can remain active during pregnancy but need to modify their activity as medically indicated and require close supervision. If a student-athlete chooses to compete while pregnant, she should:

- Be made aware of the potential risks of her particular sport and exercise in general while pregnant;
- Be encouraged to discontinue exercise when feeling overexerted or when any warning signs are present (vaginal bleeding, shortness of breath before exercise, dizziness, headache, chest pain, calf pain or swelling, preterm labor, decreased fetal movement, amniotic fluid leakage, muscle weakness);
- Follow the recommendations of her obstetrical provider in coordination with the team physician; and
- Take care to remain well-hydrated and to avoid overheating.

After delivery or pregnancy termination, medical clearance is required from obstetrician and the team physician to ensure the student-athlete's safe return to athletics. (See Follow-up Examinations section of Guideline 1C.) The physiologic changes of pregnancy persist four to six weeks postpartum; however, there have been no known maternal complications from resumption of training. Care should be taken to individualize return to practice and competition.

Male Partner

While male student-athletes are not affected physically by pregnancy like female student-athletes, they can have stress over the pregnancy and worry about their pregnant partner and her fetus. Male student-athletes may question whether they are ready for fatherhood and the personal and financial obligations associated with pregnancy. We encourage you to discuss these issues with your partner and healthcare providers at the Lindenwood Counseling Center, team physician or an athletic trainer.

References:

1. *2014-2015 NCAA Sports Medicine Handbook*
2. *Missouri State Pregnant Student-Athlete Policy*
3. *The University of Texas at Dallas Athletic Training Department Pregnant Student-Athlete Policy*

Section XXI

Professional Development

- President Porter has set an aspirational goal for each employee to engage in 40 hours of professional development annually, for the purpose of continuous improvement and growth.
 - For more information on how to track professional development hours or for additional opportunities through the Learning Academy or LinkedIn, click here:
<https://www.lindenwood.edu/human-resources/lindenwood-learning-academy/professional-development/>
 - Staff and coaches are encouraged to attend or participate in conferences, seminars, exhibitions, trainings, and certification programs to reach their 40-hour goal.
- Diversity, Equity, and Inclusion (DEI) Commitment: In order to live out our daily value of “All-Encompassing”, each department member should attend a minimum of one DEI-related training through the Lindenwood University Center for Diversity and Inclusion (CDI) or attend an outside training approved by your supervisor. This flexibility allows each staff member to choose a training that fits into their schedule and area of interest.
- The Athletic Department may provide support for reimbursement of expenses to these events as part of its commitment to continuous improvement when funding permits. Please check with your supervisor for more information.
 - Prior to an event, the staff member or coach must create a Spend Authorization in Workday. A Request for Professional Development form (A-8 must also be completed, signed by the sport administrator or department administrator, and attached to the Spend Authorization in Workday for final approval by the Senior Associate Athletics Director, Business Operations
 - For reimbursement after attending an approved event, an Expense Report must be completed in Workday.

Section XXII

Recognition and Awards

Each team is required to hold its own awards banquet at the conclusion of their respective championship season. Banquets may be as formal or as casual as the coaching staff sees fit but should be scheduled on the Athletic Department calendar by the start of each school year. Coaches may also choose the type of award(s) (if any) given for that sport. In addition, each conference and/or national organization offers various types of recognition.

Academic Honors Banquet: to be held each spring in conjunction with The Roars awards show recognizing top academic achievement from the immediately previous spring and fall semesters.

The Roars: to be held each spring honoring outstanding personal and athletic achievements of student-athletes from the immediately previous spring through fall and winter sport seasons. Teams will have the opportunity to nominate for every awards category, with the top three nominees to be honored at The Roars.

Graduation Reception: to be held during final exam week prior to both December and May graduation ceremonies to recognize graduating student-athletes. Student-athletes should attend the reception of nearest to their graduation ceremony and not when their eligibility is exhausted. Graduation reception date and location will be posted on the Athletic Department calendar.

Graduation Stoles (Senior Gifts): to be given out to student-athletes who are graduating within one calendar year of exhausting their eligibility and remain in good academic and team standing. Stoles are to be given out in time for graduation and are also considered a senior gift.

Section XXIII

Schedules and Travels

Schedules

All varsity schedules should be submitted using the Competition Schedule Form in ARMS by July 1st.

Exceptions to these deadlines must be approved by the Sport Supervisor. Schedules, once approved, can only be changed by completing a Change of Schedule Form in ARMS and approved by Sport Supervisor, Compliance, FAR, and Facilities. When scheduling games, coaches should provide the best competition possible while working to minimize missed class time and travel expenditures. All coaches must keep the following factors in mind:

- Balance and proper spacing between home and away contests.
- Adherence to conference and national limitations on weekday competitions.
- Avoidance of scheduling during final exam week whenever possible.
- For competitions during scheduled breaks, it is the responsibility of each head coach to initiate and coordinate room and board details with related administrators.
- Scheduling to minimize the amount of class time missed.
- Schedule to minimize the expense of travel for the competition:
- Arrange for overnight trips involving more than one contest to save time and money.

Athletic Travel

Coaches are required to travel with their teams to and from all intercollegiate contests, unless an exception is approved by the Sport Supervisor. Family members are not allowed to travel with the team unless approved by the Sport Supervisor.

All student-athletes must travel with their teams, unless permission to travel with a parent or guardian is granted a minimum of three days in advance by the Sports Supervisor. **STUDENT-ATHLETES WILL ONLY BE ALLOWED TO TRAVEL WITH A PARENT OR GUARDIAN** and must complete the Student-Athlete Travel Release Form found in ARMs. The student-athlete can access the form in ARMs. Once the athlete completes and submits the form, the Head Coach will approve, and then Sport Supervisor will receive it for final approval.

Since coaches and students are representing Lindenwood, proper language, dress and actions are expected of everyone, always. All student-athletes are required to travel to and from away competitions in proper attire determined by the head coach. The consumption or purchase of alcohol is not allowed at any juncture.

Anyone who drives an Enterprise vehicle (21 and over unless the rental is a 15 passenger van, the age restriction is 25) has to fulfill the following criteria:

- Copy of driver's license on file with Fiscal Affairs
- Copy of insurance card on file with Fiscal Affairs

Student Employees under the age of 21 are not authorized to drive Enterprise vehicles.

Competition Schedule Approval Form

The Competition Schedule Form located in ARMS is due by July 1st.

After the Competition Schedule Form is completed in ARMs, travel requests will be accumulated and forwarded to the head coach for confirmation. Submission of the competition schedule form, in and of itself, does not constitute financial approval. Coaches will work directly with their Sport Supervisor prior to making purchases related to travel.

Post-season travel should not be included unless guaranteed. A separate Post-season Competition Form will be submitted in ARMS as soon as coaches are aware of post-season play.

Charters and Vehicle Request.

For any additional or new requests, complete all applicable sections of the Vehicle Request Form located in ARMS. Approved modes of transportation for each competition will be emailed to the coach. It is the **coach's responsibility** to confirm that the reservations are accurate (number of vehicles, departure date/time, return date/time, location, etc.)

Coaches must submit a Travel Roster and Itinerary (TRI) form through ARMS a minimum of two weeks prior to departure for each away trip. Please refer to the "TRI Process Overview" document, located in the Athletics Department SharePoint > "Helpful Documents" folder for more information. It is the responsibility of each coach to cover the tolls for any related trip and submit the related receipts for reimbursement.

If you have been approved for a rental vehicle, keys will be available in the Hyland Arena copy room prior to departure. In addition, Coaches are not authorized to contact Enterprise directly for reservations. The status of each vehicle must be reviewed and signed out prior to departure and reviewed and signed back in after departure. Only head coaches, assistant coaches, or student employees should sign out vehicles. Keys should only be picked up at the assigned time of departure. Only take the keys that were assigned to you. Do **NOT** take any other keys. You should receive a confirmation email from Enterprise with the assigned unit number within 2 hours of your departure. If you have not received your assigned unit number, you should contact the Athletics Office Manager and they will get the unit number for you and will notify you of your unit number. Each vehicle must be returned with the gas tank filled to level at which it was received. Gasoline required during your trip may be paid for by an E-card, personal cash or credit card. Include these receipts on an expense report form. Keys should be returned **immediately** after returning to Lindenwood. Contact Security if the Hyland Arena is closed.

Teams will depart from their assigned location when traveling by charter.

Accident/Incident Report:

In the event of an accident/incident while renting an Enterprise vehicle, an Accident/Incident Report **MUST** be submitted in ARMS. A copy of the police report & pictures of the vehicle **MUST** be submitted with the Accident/Incident Report.

Airfare

If airfare is more economically feasible in comparison to a charter or vans, a proposal should be submitted with the cost template. The proposal should include costs for alternative travel. If airfare is approved, a Vehicle Request Form found in ARMS for local transportation should be submitted to the Athletics Office Manager with confirmation of flight arrangements. Coaches are not authorized to make automobile reservations. This is managed by Athletics Office Manager.

Refer to the compliance manual if airfare is required for recruiting.

When picking up vehicles at alternate locations please adhere to the following policies:

- Be sure to review vehicle for any damage and note it accordingly.
- Confirm that there is no additional charged being assessed for liability insurance with the Enterprise representative. Lindenwood has its own insurance.
- DO NOT opt for Enterprise to fill the tank upon return. This is the coach's responsibility.

Lodging

When making lodging arrangements, confirmation of lodging should be obtained and reservations should be made as far in advance as possible. The following guidelines regarding hotel arrangements must be strictly adhered to:

- One individual per bed is preferred
- Males and females will have separate rooms
- The number of rooms required and rate of hotel rooms must be listed on the "e-card travel approval" form
- Receipts for hotel charges should be obtained and attached to an expense report for submission within 5 days upon return from the trip.
- Coaches and student-athletes are responsible for all charges outside of approved hotel fees.

Excused Absences/Travel Letters

Lindenwood allows students (including student-athletes) engaged in official, university-sponsored sporting contests to be excused from classes they miss while attending such events. Students are required to communicate with their professors and plan for missed work in advance of their university-authorized absences. Students who fail to make arrangements for missed work a minimum of 2 business days prior to departure may not be allowed to make up missed coursework.

As the final step of the Travel Roster and Itinerary ARMS form, coaches must submit their travel roster and detailed itinerary a minimum of 72 hours prior to departure. This allows academic coordinators enough time to excuse student-athletes through the online attendance system. Any changes to the travel roster should be communicated to the designated team academic coordinator as soon as possible. For more information on the TRI process, please view the "Travel Roster and Itinerary Overview" document, located in the Athletics Department SharePoint > "Helpful Documents" folder for more information.

Reporting Results – Athletics Communications

Communications staff will work with opponents SID to get results to post a recap following the competition. In certain situations, the coach may need to contact the athletics communication staff to provide information so the results may be posted as soon as possible. It is very important that coaches cooperate so that Lindenwood

University, the specific sport program and the student-athletes in that program receive the recognition they deserve in the local media and on the Lindenwood Athletics Website.

Advanced Meal Money Procedures

Submit a Spend Authorization in Workday including the Meal Money Form, located in athletics sharepoint folder, and all documentation supporting the request; roster of those traveling, date and time of departure/return and how much money is requested, per meal, per person, per day. The Specialist, Business Operations will be able to provide you a Meal Money Form. Once approved, the money will be directly deposited into the bank account of record for the person submitting the spend authorization for distribution to the team. **The Spend Authorization should be completed enough time in advance that the money is in your account 1 week prior to travel date.**

Upon return, all remaining money should be taken to Fiscal Affairs, along with the documentation of money distributed. Fiscal Affairs is located on the lower level of the Welcome Center. A receipt will be provided for the money returned which is then attached to the expense report in Workday. Process the expense report in Workday with a Business Purpose of “Athletic Team Travel” and Expense item of “Meals - Athletic Competition & Class Travel”. Attach the documentation for money distributed (includes student-athletes signatures) and money returned to Accounting and click on the corresponding Spend Authorization Item to apply against the expense. The amount entered should be the amount actually spent. Expense reports are due 5 days upon return from the trip.

Pack-Out Meals

A Pack-Out Meal Request Form must be completed in ARMs **1 week prior to the request date**

Travel Expense Report

Receipts should be obtained for all meals, hotel expenses, gas, etc. uploaded to an expense report and submitted in Workday. Any unused funds related to a cash advance must be returned. ALL expense reports are due in Workday 5 days upon return from travel.

Travel Expense Report (Recruiting Expenses)

Any off-campus recruitment trip or on-campus recruitment must be approved by the Compliance Department in advance. Refer to the compliance manual for additional information. Receipts should be obtained for all meals, hotel expenses, gas, etc. attached to an expense report and submitted in Workday.

Emergency Action Plan (EAP)

Refer to the Catastrophic Incident Policy ([Section VIII](#)) for away competition procedures

Section XXIV

Student Athlete Information

Student-Athlete Conduct/Sportsmanship

Student Athlete Code of Conduct

The university expects student-athletes to represent themselves and Lindenwood with the highest degree of respect and integrity on and off the field of play. Student-athletes are considered valuable role models while competing, in the classroom, and in the community. Each student is responsible for learning about and adhering to the University's Expectations and Student Conduct and are expected to follow all rules, regulations and policies established by Lindenwood University. Student-athletes are accountable to the following authorities:

- State and federal laws, both civil and criminal
- Lindenwood University Student Code of Conduct
- Lindenwood Intercollegiate Athletics Policies
- National Collegiate Athletic Association (NCAA) or other governing body
- Great Lakes Valley Conference (GLVC) or other conference affiliation
- Team Rules

Violation of the any rules, regulations and policies established by the authorities listed above may be sufficient grounds for reduced financial aid, non-renewal of athletics financial aid, disciplinary action up to suspension or dismissal from the team and/or the university.

The student expectations and other university policies are outlined in greater detail in the Lindenwood University Student Handbook which is located on the University's Website under 2021-22 Student Handbook.

Sportsmanship Code of Conduct

Lindenwood University Intercollegiate Athletics is committed to good sportsmanship and developing healthy environments for competition. The opportunity to represent Lindenwood Athletics is a privilege, which is accompanied by the responsibility to behave with dignity and class on and off the field. Student-athletes associated with intercollegiate athletics are expected to demonstrate respect for their opponents, fans, officials, and administrative staff members as they refrain from behavior that promotes a negative playing environment. The athletics department will not tolerate unsportsmanlike conduct on the part of any individual associated with a sports program. The Sportsmanship Code of Conduct is designed for the promotion and protection of an environment that encourages respect, fairness, civility, honesty and responsibility

Failure to follow the Sportsmanship Code of Conduct could result in disciplinary actions listed in the Disciplinary Section of the Manual.

Title IX Sexual Harassment Policy

Lindenwood University is committed to maintaining an environment that is free from sexual discrimination, sexual and gender-based harassment and violence, relationship violence, stalking, and retaliation. A full copy of Lindenwood University's Sexual Misconduct Policy is located in the University's Policy Library. If a student is aware of sexual misconduct and/or feels he or she is a victim of sexual misconduct, he or she should immediately contact Lindenwood University's Title IX coordinator at mcarl@lindenwood.edu or 636.255.2276, LARC, Room 209.

Student-Athlete Housing Policy

StarRez is the residential housing portal where students can manage housing applications, roommate and room selection, and much more. Access to StarRez at www.lindenwood.edu.

Lindenwood is by design a residential University. Living-on campus provides educational living and learning experiences that lead to a student's growth and development and enhancement of one's total education at Lindenwood. Because residential living is such an integral component of the collegiate experience, only in very rare and special incidences would a student be exempted by the University housing requirements for institutionally funded co-curricular participation. The residential requirement is a commitment between students and the University to enhance the student's experience and success. As a result, all students participating in institutionally funded co-curricular programs e.g., NCAA and Student Life Sports, (regardless of if they receive athletic aid or not) must live on campus and be on a meal plan.

Exceptions to this policy include:

- Full-time enrolled graduate students
- Students below the age of 17 or 25 years or older
- Married students
- Students who are physically supporting dependents
- Students who have been granted a medical exemption

To request an exemption:

- Access: <https://www.lindenwood.edu/student-life/housing-dining/residential-life/>
- Athlete residence policy
- Athlete Residency Exemption Request Form

Signing an off-campus lease without prior approval from the Appeals Committee does not exempt a student from financial responsibility for an assigned space in on-campus housing.

Personal Relationship Policy

As a Lindenwood University Intercollegiate Athletics Student-Athlete, you are representing not only yourself, but also your teammates, coaching staff, administration, and the University. We trust all students of our teams are responsible, honest, and well-rounded young adults. We want what is best for the team as a whole while providing a fair and practical environment for all individuals on the team. As a student-athlete, you have responsibilities to the team and a commitment to being a team member who is focused on contributing to achieving team goals. Relationship issues can distract a team from its competitive goals. For this reason Lindenwood Athletics has the following expectations for all team members regardless of the type of relationship.

The following is a list of possible relationships that may be addressed with these expectations (other types of relationships not listed may also apply):

- Close friends excluding or ignoring others, or having a falling out
- Two people dating the same person
- A person dating someone whom another person had a past relationship with
- Dating on the same or different teams (regardless of whether the dating couple is an opposite-sex couple or a same-sex couple)
- Conflicts between student-athletes based on race, sexual orientation, sexual identity, personal belief systems or religion

When with the team, the team comes first. Conduct yourselves as teammates. Being a member of a team requires responsible behavior and professional conduct. This includes at practice, during competition, on the team bus, in hotel rooms, in the training room, in the weight room, at team meetings, in the locker room and anywhere else when you are on “team time”.

Focus on the team and your role as a team member. You don’t have to hide your relationships but when on “team time” the following behaviors are expected:

Respect team space: Avoid drama on team time. Leave relationship conflict at the locker room door.

- Resolve relationship issues on your own time, not the team’s time.
- No PDA (Public Displays of Affection), this includes hand holding, kissing, hugging, etc.
- Get to know others on your team. Sit with various teammates on the bus, eat with various teammates, share hotel rooms with various teammates and sit with various teammates in team meetings.
- If you need help resolving relationship issues, please contact the Director of Student-Athlete Mental Health

Possible consequences for failing to meet these expectations:

- Meeting with Coach, review expectations and consequences of not abiding by them
- Requested to meet with a counselor
- Suspension or dismissal from team for failing to abide by the expectations

Adapted from Champions of Respect: NCAA LGBTQ Resource Guide, Pat Griffin (2013)

Section XXV

Student Grievance Policy

Lindenwood University is committed to the fairness and well-being of all student athletes. If at any time a student-athlete or their parent/guardian feels that he/she is being treated unfairly or mistreated by his/her coach, the student athlete or parent must follow the process outlined below. This process is not intended to interfere in any issue of playing time, position, or any other matters regarding the coach's expertise in the sport.

The steps are as follows:

- The student must meet with the coach to address his/her concerns
 - a. *If the student feels uncomfortable addressing a concern(s) with the coach due to the nature of the concern, the student may fill out the grievance form in ARMS that goes directly to their Sport Supervisor. The coach will be notified a grievance form was submitted.*
 - b. *Any issues that fall under Title IX (i.e. sexual harassment and misconduct, stalking, retaliation, hazing, etc) should be taken directly to the Title IX Coordinator.*
- If the student meets with the coach but feels as if the issues are still not resolved, he/she would then submit a grievance form to the Sport Supervisor explaining the issue. After which, there would be a meeting with the Head Coach and Sport Supervisor together.

A student-athlete or parent/guardian who feels that a sanction against him or her is unreasonable must first take these informal steps to resolve the situation prior to entering the formal appeal process.

Formal Appeal Process

A party may appeal the determination by submitting a written appeal to the Faculty Athletics Representative within five business days of receiving notification of the outcome of the investigation. Limited extensions to the appeal timeframe may be given in extraordinary circumstances. If an appeal is not received within this timeframe, the determination shall be final.

- If a party appeals, the appeal must include a written statement outlining all grounds for the appeal and all relevant information they would like considered that they believe supports their appeal. The grounds for appeal may only be based on one or more of the following:
- There was a material deviation from the process that would significantly impact the outcome of the matter or that may reasonably have resulted in a different determination;
- The disciplinary sanction is disproportionate to the violation;
- New or relevant information, not available at the time of the investigation, has arisen that would significantly impact the outcome of the matter;
- A conflict of interest or bias on the part of the University, or designee, during the investigation improperly influenced the determination.

Dissatisfaction with the outcome of the investigation or the determination, or failure of a party or witness to participate in the investigation, are not in and of themselves grounds for an appeal. The non-appealing party will have an opportunity to review the appeal and may submit a written response to the appeal to the VP of Intercollegiate Athletics within five business days following the appeal being sent to that party. Appeals will be resolved, generally, within seven business days of the VP of Intercollegiate Athletics receiving the written response from the non-appealing parties. The parties will receive written notification of the outcome of the appeal. The appeal decision is final and not subject to further appeal.

Sport Supervisors

- **Brad Wachler** *Vice President of Intercollegiate Athletics*: M. Basketball, Football, Gymnastics, W. Lacrosse, M/W Rugby
- **Betsy Feutz** *Vice President of Intercollegiate Athletics/SWA*: W. Basketball, M/W Cross Country Field Hockey, W. Golf, W. Soccer, W. Volleyball, M/W Track & Field, Softball
- **Tom Waggoner** *Senior Associate Athletics Director, Internal Operations*: Baseball, M. Golf, W/M Ice Hockey, M. Volleyball, M/W Wrestling, Cheerleading, Lion Line, and Lionettes,
- **Casey Finnell**, *Assistant Athletics Director, Academic Success and Development*: M/W Swimming & Diving
- **Anna Girdwood**, Assistant Athletics Director, Compliance: M. Soccer, M/W Tennis,
- **Steve Wolk** *Assistant Director of Student Life Sports*: M/W Archery, M/W Bowling, M/W Cycling, M/W Olympic Lifting, Roller Hockey, M/W Shotgun Sports

Section XXVI

Transgender Policy

Lindenwood University is proud of its diverse population, which includes faculty and staff from all corners of the world and students from six continents and nearly 100 countries. Lindenwood University designs our policies in such a manner that all stakeholders (whether students, employees, or visitors) will be treated respectfully, fairly, equitably, and with dignity and inclusiveness in the pursuit and achievement of the objectives of their relationship with the university.

Lindenwood University Intercollegiate Athletics strives to ensure a positive student-athlete experience and will provide an opportunity for all student-athletes to fully participate in intercollegiate athletics regardless of race, sex, national origin, class, disability, gender expression, geographical location, marital status, parental status, and sexual orientation. Intercollegiate Athletics All-Encompassing core value demonstrates a strong commitment to create an environment that is safe, supportive, and welcoming for lesbian, gay, bisexual and transgender student-athletes, coaches, staff members, volunteers and fans. *The department's policy, practices and treatment mirror the University's Diversity, Equality, and Inclusion Statement and reflects the recommended guidelines and principles of the NCAA Office of Inclusion.*

NCAA Inclusion of Transgender Student-Athletes Guiding Principles

- Participation in intercollegiate athletics is a valuable part of the education experience for all students.
- Transgender student-athletes should have equal opportunity to participate in sports.
- The integrity of women's sports should be preserved.
- Policies governing sports should be based on sound medical knowledge and scientific validity.
- Policies governing sports should be objective, workable, and practicable; they should also be written, available, and equitability enforced.
- Policies governing the participation of transgender students in sports should be fair in light of the tremendous variation among individuals in strength size, musculature and ability.
- The legitimate privacy of transgender students should be preserved.
- Athletics administrators, staff, parents of athletes, and student-athletes should have access to sound and effective educational resources and training related to the participation of transgender and gender-variant students in athletics.
- Policies governing the participation of transgender students in athletics should comply with state and federal laws protecting students from discrimination based on sex, disability, and gender identity and expression.

NCAA Bylaws related to hormonal treatment and mixed teams

Two areas of NCAA regulations can be impacted by transgender student-athletes participants: use of banded substances and mixed team status.

A mixed team is a varsity intercollegiate sports team on which at least one individual of each gender competes (Revised 5/8/06). NCAA Bylaw 18.02.2 for purposes of meeting the required minimums set forth by Bylaws 18.2.3 and 18.2.4, a mixed team shall be counted as one team. A mixed team shall count towards the minimum sponsorship percentage for men's championships.

- NCAA rules state that a male participating in competition on a female team makes the team a "mixed team." The mixed team can be used for sport sponsorship numbers (provided other conditions, such as being an acceptable NCAA sport, outlined in Bylaw 20.10 are met) and counts toward the mixed/men's team minimums within the membership sports-sponsorship requirements. Such a team is ineligible for a women's NCAA championship but is eligible for a men's NCAA championship.
- A female on a men's team does not impact sports sponsorship in the application of the rule – the team still counts toward the mixed/men's numbers. Such a team is eligible for a men's championship.
- Once a team is classified as a mixed team, it retains that status through the remainder of the academic year without exception.

NCAA Bylaw 31.2.3 identifies testosterone as a banned substance, and provides for a medical exception review for demonstrated need for use of a banned medication. It is the responsibility of the NCAA institution to submit the request for a medical exception for testosterone treatment prior to the student-athlete competing while undergoing treatment. In the case of testosterone suppression, the institution must submit written documentation to the NCAA of the year treatment and ongoing monitoring of testosterone suppression.

The following policies clarify participation of transgender student-athletes undergoing hormonal treatment for gender transition:

- A trans male (Female To Male – FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or transsexualism, for purposes of NCAA competition may compete on a men's team, but is no longer eligible to compete on a women's team without changing that team status to a mixed team.
- A trans female (Male to Female – MTF) student-athlete being treated with testosterone suppression medication for Gender Identity or gender dysphoria and/or transsexualism, for the purposes of NCAA competition may continue to compete on a men's team but may not compete on a women's team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.

Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.

- A trans male (FTM) student-athlete who is not taking testosterone related to gender transition may participate on a men's or women's team.
- A trans female (MTF) transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women's team.

The student-athlete's responsibilities

- In order to avoid challenges to a transgender student's participation during a sport season, a student-athlete who has completed, plans to initiate, or is in the process of taking hormones as part of the gender transition should submit the request to participate on a sports team in writing to the Vice President of Intercollegiate Athletics upon matriculation or when the decision to undergo hormonal treatment is made.
- The request should include a letter from the student's physician documenting the student-athlete's intention to transition or the student's transition status if the process has already been initiated. This letter should identify the prescribed hormonal treatment for the student's gender transition and documentation of the student's testosterone levels, if relevant.

Lindenwood University Intercollegiate Athletics responsibilities

- The VP of Intercollegiate Athletics, Head Athletic Trainer, Medical Director, and Director of Compliance should meet with the student to review eligibility requirements and procedures for approval of transgender participation.
- If hormone treatment is involved in the student-athlete's transition, the athletic department will notify the NCAA of the student's request to participate with a medical exception request.
- All discussions among involved parties and required written supporting documentation should be kept confidential, unless the student-athlete makes a specific request otherwise. All information about an individual student's transgender identity and medical information, including physician's information provided pursuant to this policy, shall be maintained confidentially.

Confidentiality

All discussions, University documents, and written support documentation involving a student-athlete's request regarding gender transition, when applicable, shall remain confidential in accordance with state and federal laws, unless Intercollegiate Athletics receives written permission from the student-athletes.

All information regarding all student-athletes transgender identity and medical information, including physician's information provided pursuant to this policy, shall be maintained confidential.

Facility Access

- Transgender student-athletes shall have access to use locker rooms, showers, and toilet facilities in accordance with the student-athlete's gender identity.
- When requested by a transgender student-athlete, the university will provide private, separate changing, showering and toilet facilities for the student's use, but transgender students should not be required to use separate facilities.
- Competition at another school – if a transgender student-athlete requires a particular accommodation to ensure access to appropriate changing, showering, or bathroom facilities, the appropriate sport administrator or coach will notify the institution to ensure the student-athlete has access to comfortable and safe facilities. The notification process shall be handled in such a manner that the student-athlete's identity as a trans individual is never disclosed without the student-athlete's express permission.
- Transgender student-athletes will be assigned to share hotel rooms based on their gender identity. Transgender student-athletes who request or need additional accommodations or privacy, will be provided appropriate accommodations on every occasion that is possible based on the availability of the lodging site.

Language

In all instances, teammates, coaches, and department staff members will address and refer to the transgender student-athlete by their preferred name. Additionally, pronoun preferences to transgender student-athletes will reflect the student-athlete's gender.

Dress Code

While representing the athletic department and institution, all student-athletes shall not be required to dress in a manner inconsistent with their gender identity, but will be required to conform to dress standards set forth by the coach, team rules, department and requests from staff.

Enforcement

Any representative of the Lindenwood University Intercollegiate Athletic department who violates this policy by threatening to withhold athletic opportunities or harassing any student-athlete in violation of this or other University policies as well as by breaching medical confidentiality will be subject to disciplinary action consistent with that of the University's policies and procedures as outlined the Faculty and Staff Guidebook. Additionally, all Intercollegiate Athletics staff members are required to report bias incidents, acts of discrimination and/or bias or hate crimes per the University's Policy of Non-Discrimination.

Retaliation

Acts of retaliation by Intercollegiate Athletics staff members or student-athletes against anyone who files a complaint or who informs a University representative of incidents of discrimination based on race, religion, gender, sexual orientation, gender identity or expressions are specifically prohibited. Disciplinary actions will be applied in accordance with department and University policies and procedures as outlined in the Faculty and Staff Guidebook and Title IX Policy Manual.

Hate Crimes and Bias Incident Definitions and Reporting Protocols

Lindenwood University is committed to providing a safe, respectful and inclusive environment for all students, staff, faculty and guests to our community. The University and Intercollegiate Athletics are therefore committed to achieving a campus and athletic events that are free from bias incidents and hate crimes. Hate crimes are defined by the Clery Act as "criminal offenses that manifest evidence that the target was intentionally selected because of the perpetrator's bias related to race, gender, religion, sexual orientation, ethnicity, national origin, gender, gender identity, or disability." Bias incidents are defined as conduct, behavior, speech and/or expression which are motivated, in whole or in part by bias against the person's or group's actual or perceived sex, gender identity, sexual orientation, national origin, race, religion or disability. All bias incidents and hate crimes will be sanctioned by the University's Bias Incident's Policy and Intercollegiate Athletics Disciplinary Policy.

Students, faculty and staff who are subject of or witness a Bias Incident may report to the Title IX Coordinator at 636.255.2275, Room 3175 Spellmann Center or report any incidents to a Head Coach or Sport Administrator who will assist the individual making the reports by identifying appropriate University resources for support and guidance.

Media

All University and Intercollegiate Athletic Department who are authorized to speak with the media will receive information regarding terminology, use of names and pronouns, as well as school and athletics conference policies regarding the participation of transgender student-athletes on varsity sport teams. All interactions with media will be handled in such a manner that protects the privacy of all student-athletes and are in compliance with this and the University policies as well as with state and federal laws and regulations.

****The Athletics Department Policy and Procedure Manual overviews the athletics related and administrative policies that apply to all Lindenwood coaches and Athletics Department personnel. This document is subject to change. All athletics personnel will be notified of changes in a timely manner.***