



PALM BEACH ATLANTIC UNIVERSITY

**STUDENT-ATHLETE
HANDBOOK**

2011 - 2012



I chose
Division II

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PBA ATHLETICS MISSION **STATEMENT**

Palm Beach Atlantic University's Athletic Department mission is to foster Christian maturity, academic excellence and athletic achievement. We aim to provide opportunities for each student athlete to grow in their relationship with Jesus Christ, to achieve academic success and to develop their full athletic potential. The staff and student athletes pledge to honor Christ through these commitments on campus, in the community and abroad.



PBA ATHLETICS

PURPOSE STATEMENT

It is the Athletic Department's objective to accomplish four specific things in the time you spend as an athlete at Palm Beach Atlantic.

1. Bring you into a personal relationship with Jesus Christ or help you mature in your faith.
2. Assist you in earning a meaningful degree and obtaining your first professional position.
3. Foster an environment where you can develop lifelong friendships.
4. Empower you to compete at the championship level.



PBA's PHILOSOPHY OF **ATHLETICS**

Palm Beach Atlantic University is a distinctly Christian liberal arts university committed to the pursuit of excellence in all phases of its mission. The University's mission is to produce Christ-centered men and women with the values, knowledge, and skills required to impact the world. In keeping with the traditional association of sports with education, intercollegiate athletics constitute an integral and very visible aspect of Palm Beach Atlantic's educational program.



NCAA DIVISION II

PHILOSOPHY STATEMENT

Members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational welfare of the participating student-athlete is of primary concern.

Members of Division II support the following principles in the belief that these objectives assist in defining the division and the possible differences between it and other divisions of the Association. This agreement shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

A member of Division II:

- Believes in promoting the academic success of its student athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body;
- Believes that participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community;
- Believes in offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy;
- Believes in preparing student-athletes to be good citizens, leaders and contributors in their communities;
- Believes in Striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletic endeavors;
- Believes in scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit;
- Recognizes the need to "balance" the role of the athletics program to serve both the campus (participants, student body, faculty-staff) and the general public (community, area, state);
- Believes in offering opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes;
- Believes that institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget, and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and
- Believes that all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II.

PBA ATHLETICS

POLICIES/PROCEDURES

ELIGIBILITY

1. Seasons of Competition

- a. A Division II student-athlete has ten full-time semesters to complete his four seasons of competition.
- b. Summer does not count as a semester.
- c. Once the student has participated in one or more contests against outside competition, he has used one season of competition.

2. Progress Toward Degree Requirements

- a. According to NCAA bylaws, to be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall maintain progress toward a baccalaureate degree at that institution as determined by the regulations of that institution.
- b. Student-athletes (continuing students and transfers) must meet all eligibility requirements provided by the Division II NCAA manual as well as PBA University policies. If there are different rulings on a particular bylaw, student-athletes will be held to the higher of the standards.
- c. At Palm Beach Atlantic University, in order to be eligible for competition, student-athletes must maintain a cumulative GPA of 2.0 or higher; and 12 credit hours per semester (24/year) of which up to six credit hours can be made up in the summertime.
- d. All transfer students must have a cumulative GPA of 2.5 or higher to be eligible to transfer to PBA; and must have 12 transferable degree credits for each of the previous full-time semesters they have attended in other institutions. They also must follow the PBA progress toward degree requirement detailed above.
- e. In an effort to ensure that all student-athletes are excelling in their classes, the athletics department will request mid-term progress reports from each student-athlete each semester.

ON-CAMPUS RESIDENCY

All student-athletes must live on campus unless they qualify for off-campus living according to the rules of PBA set forth by Residence Life.

CHAPEL

All students are required to attend chapel 24 times during the school year. Each student-athlete however, is required to attend chapel 12 times each semester. Chapels are held throughout the week in the DeSantis Family Chapel. **Students must register for a chapel time and attend chapel at that time.** Students will also receive chapel credit for a variety of other alternative chapel events as listed on the chapel calendar such as Christival, Honors Day, AFE Day, and others. Students will not receive attendance credit for any regular Tuesday or Thursday chapel that they attend other than the one they are registered for. Chapel calendars are available in the chapel office or in the chapel after each service

Any student-athlete who fails to attend a minimum of 12 chapels during the first semester will forfeit 1/3 of his/her scholarship. Any student-athlete who fails to attend 12 chapels during the second semester (or fails to meet 24 chapel requirement by the end of the year) will be required to sit out the next championship season of his/her respective sport. In addition, the student-athlete will receive no athletic scholarship for that year.

WORKSHIP

All students are required to complete 45 hours of community service per year they are enrolled. These hours must be completed, documented and turned in the Workship office before May 1st. Hours may be accumulated, (ie. you can work 90 hours during your first year and be okay during the next). Of course, you must complete another 45 hours for each of the remaining two years. It is important that you work through a non-profit organization to accomplish these service hours and that the hours be documented on the non-profit agency's letterhead and be signed by an official from that agency. See <http://www.pba.edu/christianlife/community-service/>

SPIRITUAL GROWTH

There are several opportunities in the Athletic Department to help you grow spiritually.

1. FCA – Palm Beach Atlantic has an official Fellowship of Christian Athletes Huddle. Huddle groups will be held location TBA. All are welcome.
2. One on One Discipleship – All members of the Athletic Department staff are available to participate in one on one bible study and discipleship.
3. The office of Campus Ministries also offers many opportunities for spiritual growth.
 - Chapel Services
 - Thursday Night Live (TNL)
 - Special Speaker Series
 - Point 58 Leaders
 - Newman Club

CLASS ATTENDANCE

Regular class attendance is required of all student-athletes. You should be aware that class attendance is a necessity due to the probability of missing some classes due to athletic competition during your championship season. If you are going to miss a class due to sickness you must provide your coach and AD for Academic Support a written excuse from the PBA Health and Wellness Center or Physician. Unexcused absences will be dealt with at each coach's discretion.

Not every professor will excuse your absence even if the Athletic Department writes an excuse. The Athletic Department continues to work with the faculty to try and solve this problem. Therefore, it is in your best interest to be proactive in obtaining assignments and turning in assignments or tests prior to the absence.

TEAM STUDY HALLS

All new athletes (both freshmen and transfers) are required to participate in team study halls during their first semester at PBA. These students will only be required to continue attending team study halls during the second semester if their GPA from the first semester is below a 3.0. Returning athletes will only be required to attend team study halls if their average GPA for two consecutive semesters falls below a 3.0.

Team study halls will be held at the coach's discretion and the coach may opt to make study hall mandatory for all team members.

TUTORING

Each academic department provides tutoring. The Athletic Department will provide you with a tutoring schedule of each department, if requested.

ACADEMIC ADVISING

The freshman studies program, "First Year Experience," was designed to help freshman determine their strengths and talents and apply them to their academic endeavors. "Freshman Experience" is administered by the Office of the Registrar..

JUMPFORWARD

In an effort to go paperless, while maintaining compliance with required NCAA paperwork, PBA athletics has partnered with JumpForward.com. Student-athletes are required to complete all NCAA & PBA Compliance Forms each year PRIOR to participation in any countable athletically related activities (practice, strength & conditioning, competition, etc.). You will be assigned an individual username and password specific to your profile. Contact the Assistant AD for Compliance if you have questions about JumpForward (your account information, etc.).

ATHLETIC COMMUNICATION/EMAIL

All students are required to use their assigned PBA email accounts for athletic communication. Student-athletes should check this email regularly as time-sensitive information may be sent here from the athletic staff. It is the responsibility of the student-athlete to ensure they are always able to log in to their email account (including vacation periods) and contact the PBA Help Desk if they have any trouble with their login information.

FULL-TIME ENROLLMENT

NCAA Bylaw 14.1.8.1 - Requirement for Practice or Competition

To be eligible for practice or competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the institution, which for purposes of this bylaw and its subsections shall not be less than the 12-semester or quarter hours, regardless of the institution's definition of a minimum full-time program of studies. For practice only, a violation of this bylaw shall be considered an institutional violation per Constitution 2.8.1; however, it shall not affect the student-athlete's eligibility. (Adopted: 1/13/03 effective: 8/1/03)

NCAA Bylaw 14.1.8.1.1 - Drop/Add Course

A student-athlete no longer shall be considered enrolled in a minimum full-time program of studies (after dropping a course that places the student below full-time status) when the dropped course becomes official in accordance with procedure determined by the institution for all students. A student-athlete who is adding a course to reach full-time status shall become eligible for practice and competition once the course has been approved by the appropriate department head (or designated representative) and submitted to the registrar. (Adopted: 01/13/03 effective: 08/01/03)

DROP/ADD PROCEDURE

Any student who wishes to drop a class must first get approval from the Asst. Athletic Director for Academic Support.

All drop/add forms must have the signature of the Asst. AD for Academic Support before turning it in to the Registrar's Office. Drop/add forms can be found on myPBA or in the Registrar's Office.

ACADEMIC DISHONESTY

Academic dishonesty shall include referring to information not specifically condoned by the instructor. It shall also include receiving information from a fellow student, as well as any stealing, buying, selling or transmitting of a copy of an examination.

In papers, projects, or any assignments prepared outside of class, dishonesty shall include plagiarism. Plagiarism includes the following:

1. Omitting quotation marks or other conventional marking around material quoted from any printed source.
2. Paraphrasing a specific passage from a specific source without properly referencing the source.
3. Duplication of another student's work or parts thereof submitted as a student's original.

Falsifying documents is the unauthorized signing of another person's name to official forms or documents, or the unauthorized modification, copying, or production of a university document. The penalty for any other form of in-class dishonesty other than that mentioned above will result in failure for the specific activity (quiz, class assignment, etc.)

Any student who assists in any form of dishonesty shall be considered equally as guilty as the student who accepts such assistance. In any instance of academic dishonesty, the instructor shall notify the department chairman providing the written evidence of the infraction, and within one calendar week confront the student. The penalty for each infraction will include:

1. Dismissal from the class for the remainder of the semester and a grade of "F" for the course.
2. Reprimands given by the Office of Student Development and the Athletic Department, depending on the severity of the offense.

GRANT-IN-AID POLICY

Each student-athlete must maintain the eligibility requirements that have been set forth by Palm Beach Atlantic and the NCAA, demonstrate the ability to do satisfactory work, and meet progress-toward-degree requirements toward a baccalaureate degree each year.

REDUCTION OR CANCELLATION OF ATHLETIC AID DURING PERIOD OF AWARD

The amount of any athletic grant may be reduced or canceled during the period of the award for any of the following reasons:

- If you become ineligible for intercollegiate competition
- If you engage in serious misconduct that brings disciplinary action from this institution
- If you voluntarily withdraw from the sport for personal reasons
- If you do not meet preset requirements in either Chapel or Workshop credit
- If you sign a professional contract in the same sport as your grant
- If you accept money for playing in any athletic contest

REDUCTION OR NON-RENEWAL OF ATHLETIC AID FOR THE SUBSEQUENT YEAR

Athletics Grant-in-Aid renewals are not automatic. NCAA regulations (Bylaw 15.3.3.1) stipulate that an Athletics Grant-in-Aid can be awarded for a period of no more than one year, requiring either annual renewal or notice of non-renewal. Students must be notified of their status no later than July 1st.

The non-renewal of a student-athlete's athletically related financial aid is subject to the provisions of NCAA Bylaw 15.3.5.1. **Note:** Aid may be reduced or not renewed based on several conditions, including an injury or illness, regardless of where or when the injury occurred. The non-renewal or reduction of athletically related financial aid must be based on the conditions set forth in the Palm Beach Atlantic University Sailfish Athletic Letter of Agreement. A student whose Athletics Grant-in-Aid is not renewed may appeal the action to the PBA Financial Aid Appeals Committee, following the process outlined in the notification letter from the Financial Aid Office.

A PBA student-athlete who has completed an undergraduate degree and has graduated is not automatically guaranteed athletic aid. Athletic aid is a year-to-year contract (as detailed above) and is at the discretion of the head coach and subsequent approval by the Director of Athletics.

OUTSIDE EMPLOYMENT

Employment in NCAA Bylaw 12.4.1 **Criteria Governing Compensation to Student-Athletes** says: All compensation received by a student-athlete must be consistent with the limitations on financial aid set forth in Bylaw 15. Compensation may be paid to a student-athlete:

- Only for work actually performed;
- At a rate commensurate with the going rate in that locality for similar services; and
- An employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer's product or services. (Revised 1/12/04)

Student-athletes who are employed off-campus must complete an "Employment Verification Form" and turn it in to the office of the Assistant Athletic Director for Compliance immediately upon arrival on campus or immediately upon accepting the position. This form is available in the athletic office.

- Refer to bylaw s 12.4 in the NCAA Manual governing employment of student athletes.
- Refer to bylaw 12.4.3 in the NCAA Manual concerning working on campus.

INTRAMURAL PARTICIPATION POLICY

1. No member of any PBA intercollegiate team may participate in intramural or other non-team related athletic sports activities prior to exhaustion of eligibility without written permission from the athletic director – you could play following completion of a fall sport (volleyball) as long as you were a senior, or had used up all 4-years of eligibility. This is regardless of whether you are or are not on scholarship.
2. Violation of this policy will result in disciplinary action up to, and including, removal from the athletic program and forfeiture of athletic aid pro-rated to the time of the infraction.
3. Treatment of any injuries sustained while participating in intramurals in contravention of this policy are the sole responsibility of the student and will not be treated by PBA athletic trainers or retained medical personnel, or covered by athletic department insurance.
4. This policy is effective as of 10/1/04 and remains in effect until rescinded by the Athletic Director in writing.

RETURN TRAVEL FROM AWAY CONTESTS

After athletic contests, it is our policy that student-athletes return to campus with their teams on transportation provided by PBA. However, we realize there are times when this is not possible, therefore, when necessary, student-athletes are permitted to leave only with parents and/or family members (not friends, significant others, etc.). The following steps must be completed prior to leaving campus for the contest in order to ensure the safety and welfare of our student-athletes (every effort must be made to submit this form to the Athletic Director for approval no later than 24 hours in advance of scheduled departure from campus).

1. Student-athletes must fill out an *Away Game Travel Form*, which are available in the Athletic Office.
2. It is the responsibility of the student-athlete to obtain all necessary signatures, not the coaching staff. Any minors (athletes under 18) must also have a parent/guardian sign the form.
3. Once student's signature, coach's signature and parent/guardian (if applicable) signature have been obtained, student-athlete will submit form to the Secretary to the Athletic Director, who will give it to the Athletic Director at the first available opportunity.
4. Once the Athletic Director has had time to review and sign the form, he will place it in the Away Game Travel Form tray on the desk of the Secretary to the Athletic Director.
5. It is the responsibility of the student-athlete to pick up the approved form and deliver it to his/her head coach prior to departing from campus.

TRANSFER RELEASE REQUESTS

A Palm Beach Atlantic University student-athlete who wishes to obtain a release (permission to contact and/or use of the one-time transfer exception) and transfer to another four-year institution must notify his/her coach within two weeks of the last date of competition in his/her sport.

If a coach denies a request by a student-athlete for a transfer release, the coach must notify the Director of Athletics or the Asst. AD for Compliance of this decision. The Asst. AD for Compliance will then notify the student-athlete in writing or email within 14 days of denial.

In order to file an appeal, the student-athlete must complete a *Request for Appeal of Denial of Release* form (which can be obtained from the Compliance Office) within 14 days of notification from Asst. AD for Compliance. The coach can respond by filling out a *Coach's Response to the Student-Athlete's Request for a Release* form. Both forms should be submitted to the Director of Athletics or Asst. AD for Compliance. A hearing will then be scheduled by the Athletics Advisory Committee. The student-athlete and his/her coach may be given the opportunity to appear before the committee, if an in-person hearing is deemed necessary.. At the conclusion of the hearing, the committee will determine if the student-athlete should be released or if the Athletic Department's denial of the release should be upheld. The committee's decision is final.

PALM BEACH ATLANTIC UNIVERSITY RESERVES THE RIGHT TO DENY A RELEASE TO ANY OR ALL COLLEGES OR UNIVERSITIES.

DRUG, ALCOHOL, CLUBS **AND TOBACCO POLICY**

Athletic teams at Palm Beach Atlantic University are committed to integrity and character on and off the playing field. This commitment defines the purpose and standards of the athletic department. The athletic department sets its rules and regulations to reflect their commitment to excellence, desire to promote the values and vision of PBA, and to coincide with NCAA regulations. It is our desire that PBA student-athletes be appreciated for their special efforts, both on and off of the field of competition, and in becoming the community leaders of tomorrow.

The use of alcohol, tobacco, and illegal drugs is contrary to the mission of Palm Beach Atlantic University athletics and will not be tolerated. It is a threat to the physical, spiritual, and mental well-being of student athletes and an impediment to the learning process. Student athletes choosing to participate in these behaviors will be subject to the following penalties in addition to suspension, permanent dismissal from the team and loss of athletic grant-in-aid money.

DRUG-TESTING

A student-athlete may be required to be drug tested at his or her expense before or after a Student-Accountability Disciplinary Committee meeting or when there is suspicion of drug use. All athletes on the original team rosters will be randomly drug tested. If the test is positive, suspension is immediate with no review. Any dilution of the test will be considered a positive result and the student athlete will be required to test negative before being allowed to participate. If a second test is needed, the student may be required to pay for the test. A student's property may be searched when the University has reason to believe there are illegal drugs, drug paraphernalia, or other prohibited items present.

If a student-athlete is selected for participation in a drug-test and is taking prescription medication, he/she must present a current, valid prescription to Health & Wellness during regular business hours on the day any drug testing is performed.

Positive and/or diluted drug tests will result in immediate suspension of up to one calendar year beginning with the date of failed drug test, including the loss of one year of eligibility and possible loss of any athletically related financial aid (if student-athlete is receiving such aid).

SUPPLEMENTS

Student-athletes taking supplements of any kind must notify the Athletic Training staff. This will be done by obtaining a *Student-Athlete Supplement Notification Form* from the Athletic Training staff and submitting the completed form, which will be kept in the student-athlete's file.

NCAA POLICY FOR ADHD MEDICATION

On August 1, 2009 the NCAA began enforcing a stricter policy on medical exemptions for banned substances.

The NCAA recognizes that some banned substances are used for legitimate medical purpose, and allows exceptions to a positive drug test for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug.

Stimulant medications commonly prescribed to treat ADHD, such as Adderall and Ritalin, are among banned substances for which a medical exception for a positive drug test may be granted, provided a student-athlete's institution presents documentation that those substances have been prescribed by a physician and is supported by a clinical assessment for educational or health reasons.

In the past producing a valid prescription or prescription bottle would exempt you from penalty related to positive drug tests for these substances; **HOWEVER**, in order to receive this exemption in the future the following will be required prior to any NCAA or PBA drug test:

1. Documentation of on-going treatment by a physician
2. Documentation of a clinical assessment for ADHD or ADD
3. Record of all current prescription medications for the disorder

Those students that are under treatment should schedule a time for consultation with the Athletic Training Staff or their Physician for guidance. **All students taking medications for ADD or ADHD must submit all paperwork to the Athletic Training department** (copies to be provided to Health and Wellness) in support of a Medical Exception to the NCAA and University drug policy.

This documentation does not exempt student athletes from testing but does qualify positive tests for those prescribed medication/s as a valid medical exception. All positive tests for these medications will result in immediate suspension pending further investigation and all undocumented use of ADD and ADHD medication will result in NCAA and University penalties for illegal drug use.

For more information please contact a member of the Athletic Training Staff for more information.

ALCOHOL

1. First Alcohol Offense – Up to loss of 1/3 of the games scheduled for the present or future (next available opportunity of championship segment) sports season.
2. Second Alcohol Offense – Up to loss of 2/3 of the games scheduled for the present or future (next available opportunity of championship segment) sports season.
3. Third Alcohol Offense – Up to loss of entire present or future sports season ((next available opportunity of championship segment).
4. NCAA Policy 15.3.4.1 “reduction or cancellation of aide for period athlete renders himself or herself ineligible for intercollegiate competition”

** Under the above mentioned offense penalties consumption of alcohol, purchase and/or distribution of alcohol, and/or hosting a party will be considered separate offenses.

**Violation of the alcohol policy includes “the appearance of or pictures of any of these, such as holding containers or the presence of empty alcohol containers” (PBA Navigator)

The procedures for handling a case involving a student athlete and the consumption, purchase, distribution of alcohol and/or hosting a party where alcohol is available, and the policy regarding photos are detailed in the Navigator. Below is the Navigator policy regarding violations of PBA Community Values:

UNDER 21 YEARS OF AGE	21 YEARS OF AGE OR OLDER
<ol style="list-style-type: none"> 1. A Values Violation Report will be filed and reviewed by the Discipline Committee under Student Accountability. 2. If student athlete is found responsible then the file will be reviewed by the Athletic Strategic Council Committee for athletic department penalties. 	<ol style="list-style-type: none"> 1. Cases involving student athletes and alcohol will be forwarded and reviewed immediately by the Athletic Strategic Council Committee for athletic department penalties.

CLUBS

1. Clubs (i.e. Club Hotel, Renegades, etc) and bars/lounges (i.e. Blue Martini, Wet Willies, Hookah Me Up) that primarily serve alcohol are off limits to PBA student athletes. Because of the large bar/club scene and continuing law enforcement issues, Clematis Street is off limits after 9 p.m. – with the exception of Sloan’s and Pizza Girl’s.
2. Restaurants that essentially become bars/ clubs, such as Bradley’s are off limits after 9:00PM. These off limits clubs, lounges, bars and restaurants are NOT limited to the West Palm Beach geographical area. (If you have a question, ask in writing for a written clarification/approval).
3. The atmosphere in these restaurants and clubs/bars/lounges is contrary to the Christian mission and values of PBA Athletics. Athletes choosing to violate this policy are subject to the same penalties put forth under the alcohol policy.

TOBACCO

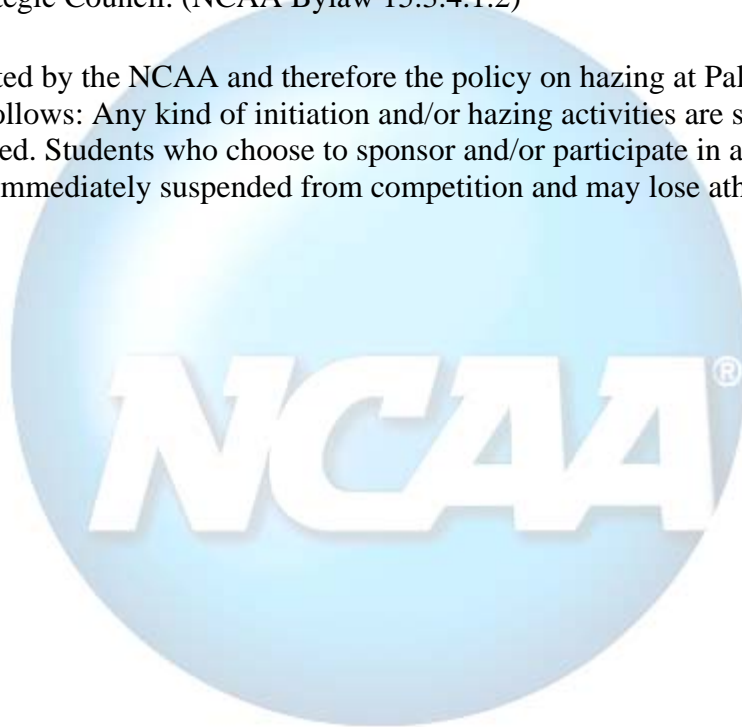
The use of tobacco products is strictly prohibited among student athletes. Athletes choosing to violate this policy are subject to the same penalties put forth under the alcohol policy.

Additional sanctions by the Athletic Strategic Council Committee may include additional suspension, permanent dismissal from the team, and loss of athletic grant-in-aid money for all above mentioned policies involving the use of drugs, alcohol, and club attendance.

MISCONDUCT

Any Federal, State, PBA, and NCAA violation is subject to sanctions up to and including suspension, loss of athletic aid, and/or removal from the team. Sanctions will be determined by the Athletics Strategic Council. (NCAA Bylaw 15.3.4.1.2)

Hazing is prohibited by the NCAA and therefore the policy on hazing at Palm Beach Atlantic University is as follows: Any kind of initiation and/or hazing activities are strictly prohibited and will not be tolerated. Students who choose to sponsor and/or participate in any kind of hazing activities will be immediately suspended from competition and may lose athletic scholarship.



ATHLETIC TRAINING

TRAINING ROOM HOURS

Rehabilitation/Treatment – M-F 10:00am-12:00pm

Pre-Practice Treatment–Fall & Spring Sports Seasons: M-F 2:00pm-7:00pm
Winter Sports Seasons (Oct. 15): M-F 2:00pm – 9:00pm

Team Physician – TBD (by appointment only)

*Pre-practice treatment is at least one-hour prior to start of practice. Student-athletes requiring taping must arrive at least 30 minutes prior to practice.

*Be aware that the Training Room may close early on any given day based upon practice schedules, so make every effort to come as early as possible.

*Saturdays are by appointment only, are dependent on team practice schedules, and between 8:00am – 12:00pm.

TRAINING ROOM POLICIES

In order to ensure proper and precise medical care and treatment, all student-athletes and athletic training students are expected to strictly adhere to the rules and regulations of the PBA Sports Medicine Department. Failure to comply with and enforce the rules and regulations below may result in disciplinary actions.

1. Student-athletes receiving treatment/therapy must sign in upon arrival to the ATR.
2. ATC must be present in order for anyone to receive treatment.
3. Student-athletes are not permitted to operate any equipment (including water hoses, ice machines, TV, computer, etc.) and/or perform “self-treatments.”
4. Student-athletes cannot miss or be late to class due to a visit to the ATR.
5. The athletic training room is a coed facility, please dress accordingly and shower before treatments whenever possible.

APPROPRIATE CONDUCT IN THE ATHLETIC TRAINING ROOM

1. **NO HANGING OUT IN THE ATHLETIC TRAINING ROOM AT ANY TIME!**
The Athletic Training Room is a medical facility, NOT a lounge. Only student-athletes who are receiving treatment or awaiting treatment should be in the ATR.
2. **NO CELL PHONE USE** (including texting, emails, etc.)
3. Equipment or personal baggage must be placed in the designated area.
4. No food or drinks are permitted in the athletic training room.
5. Abusive and/or foul language, horseplay, and talking loudly, are not allowed in the athletic training room.
6. Please respect the privacy of your Athletic Training Staff.
7. Knock before entering offices.
8. Remember, the athletic training room staff is dedicated to your health and safety. Be courteous, cooperative and respectful to all staff.

ATHLETIC TRAINING PROCEDURES

1. Injuries must be brought to the attention of the assigned ATC for their sport and the head coach.
2. Appropriate treatment will be determined by your ATC. When necessary, the team physician will be involved.
3. Continue treatments until your ATC grants you permission for full activity AND notifies your coach.

COMMUNICATION OF INJURY STATUS/UPDATES

The Athletic Training Department, in conjunction with team physician(s) when applicable, is responsible for rendering final judgments regarding the amount and type of participation in which an athlete may engage.

Communication regarding the participation status of student-athletes **MUST** be directly between ATC and head coach, **NOT** through student-athletes.

TEAM PHYSICIAN/PHYSICAL THERAPIST

1. All medical referrals and other treatments must be scheduled and documented in advance by the ATC. Without written authorization for a referral, the Athletic Department will not file the claim with our insurance company to pay the medical bills resulting from injury.
2. All rehabilitation activities are the responsibility of the Athletic Training Department and the team physical therapist(s).
3. Team PT will be utilized as necessary, and determined by the ATC.
4. All PT appointments must be scheduled and documented by ATC or ATS (when directed by ATC) for insurance purposes.
5. Team physician appointments will be scheduled and documented by the ATC or ATS (when directed by ATC) for insurance purposes.

EMERGENCY TREATMENT PROCEDURES

1. If a student-athlete sustains any injury (dental injuries included) as a result of participation in a supervised practice or contest, he or she should report it immediately to one of the certified athletic trainers (ATC) so that a thorough evaluation can be made. Many injuries, however, are not noticed until the next day. Except in the event of emergency, injury evaluations and rehabilitation programs will be done as listed in the Athletic Training Room Hours below.
2. A student-athlete with an injury should report to the athletic training room for treatment daily. The student-athlete is required to sign in upon each visit. Failure to sign in will be recorded as an absence from the treatment requirement.
3. Head coaches will be informed if there is an athlete's condition of which they should be aware.
4. If a life-threatening situation should arise, the athlete should be taken directly to the emergency room at the local hospital.
5. It will be the student-athlete's responsibility to call the parents regarding their injury unless he/she requires either hospitalization or surgery. Then the athletic trainer or the team physicians will call the parents and advise them of the information concerning the case.

INSURANCE

The Palm Beach Atlantic Department of Athletics uses an excess insurance plan. An excess insurance plan is designed to cover only eligible expenses remaining un-reimbursed after your other insurer(s) have made payment. Other insurers will communicate payment decisions to you in the form of an explanation of benefits (EOB). Help us provide better service to you by following the steps and providing the information described below.

In the event that an athlete suffers an injury, he or she should:

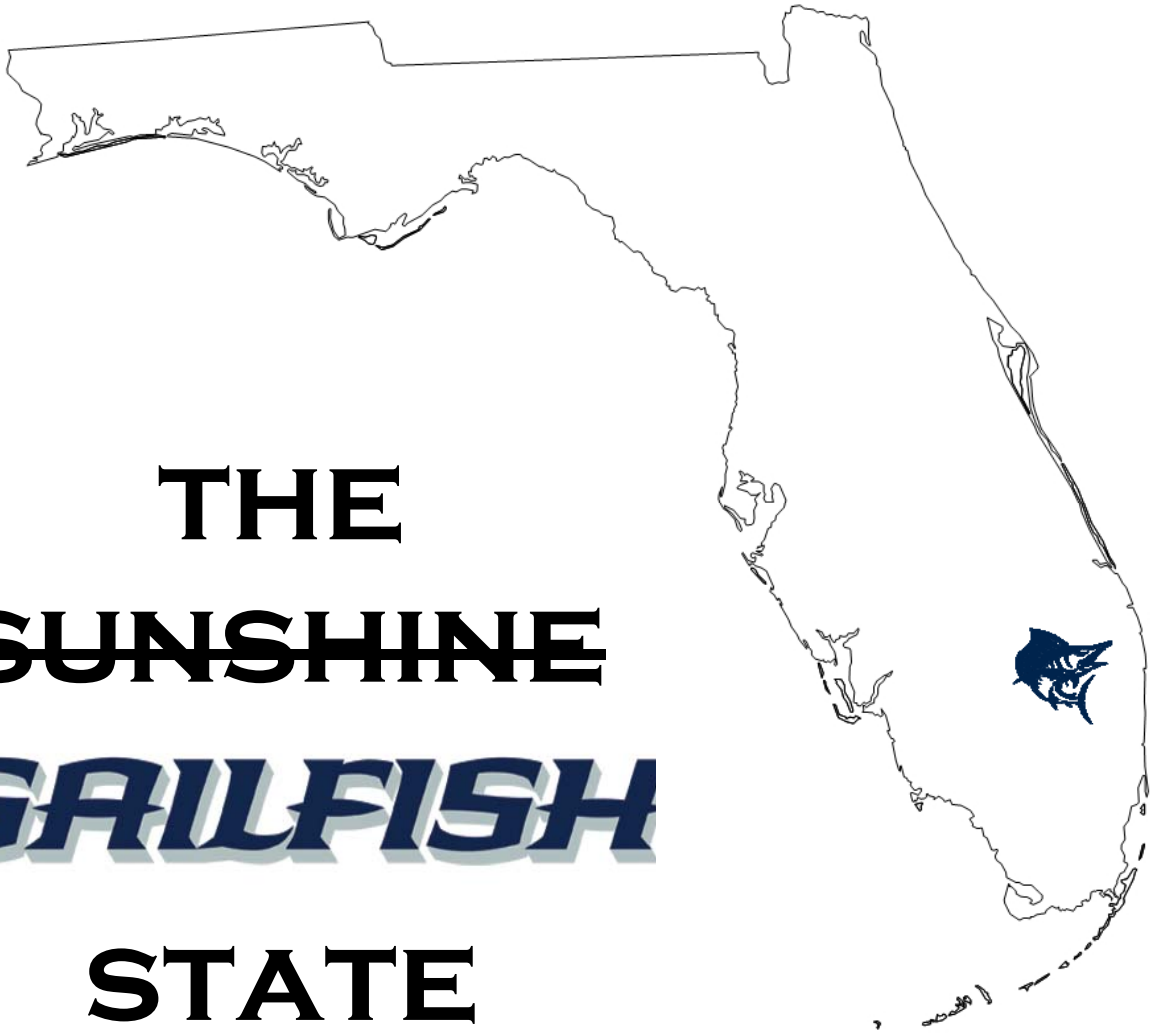
1. Report immediately to the Athletic Trainer or summon emergency medical treatment. Ambulance charges are covered service under this plan.
2. File a claim with primary insurer(s) as soon as possible.
3. Provide the Head Athletic Trainer with all documentation relating to the insurance claim.
 - a. Itemized bills for all appointments/surgeries
 - b. Explanations of benefits from primary insurance for all dates of service related to the injury

If a student-athlete has the insurance policy offered through Health & Wellness, he/she must:

1. Secure a company claim form from the Director of Health and Wellness and have Part B filled out. Make sure all information is provided, especially the college or university name, policy number and information on how the accident occurred.
2. Complete, sign and date Part A.

Completing a claim form with false, incomplete or misleading information may be considered a criminal act, and because of the additional investigation time required, may result in processing delays. Before you submit a claim, please double check all of the information on the form to assure that it is accurate.

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