



Palm Beach Atlantic University

**Student-Athlete
Handbook**

2016 - 2017

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PBA Athletics Mission Statement

The mission of Sailfish Athletics is to be a premier Christian program that competes at the highest level of NCAA Division II athletics preparing students to be lifelong leaders and outstanding citizens in their communities.

PBA Athletics Purpose Statement

It is the Athletic Department's objective to accomplish three specific things during your time as an athlete at Palm Beach Atlantic.

1. Assist in the earning of a meaningful degree that will lead to the student athlete's first professional position.
2. Establish or enhance the student-athlete's faith and character maturation.
3. Empower the student-athlete 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.

National and Conference Affiliations

Currently PBA is a member of NCAA Division II as an Independent institution. In July 2014 PBA applied for membership into the SSC and is in year three of a three year provisional conference membership process. The SSC is made up of the following schools: Barry University, Eckerd College, Florida Southern College, Florida Institute of Technology, Lynn University, Nova Southeastern University, Rollins College, Saint Leo University and University of Tampa.

PBA Athletics Policies/Procedures

Eligibility

Until formal notice from the Assistant Athletic Director for Compliance all student-athletes are not cleared for participation.

Seasons of Competition

1. A Division II student-athlete has ten full-time semesters to complete his four seasons of competition (NCAA bylaw 14.2.2).
2. Summer does not count as a semester.
3. Once the student has participated in one or more contests against outside competition, he has used one season of competition (NCAA bylaw 14.2.4.1).
 - If you have any questions regarding medical hardship waiver or red-shirt, please contact the Assistant Athletic Director for Compliance.

Full-Time Enrollment

Until formal Notice from the Assistant Athletic Director for Compliance all Student-Athletes are not cleared for participation.

Bylaw 14.1.7.1 in the *Division II NCAA Manual* provides the regulations governing the full-time academic status.

1. Student-athletes are required to remain enrolled in a minimum of 12 credit hours in order to practice or compete. When a student-athlete does not maintain the minimum 12 credit hours at any point of the semester, he/she will become ineligible to practice or compete.
2. Before student-athletes withdraw from any classes, they are required to have written approval from the Assistant Athletic Director for Compliance and the head coach, which will be forwarded to the Office of Registrar.

Path to Graduation

Progress Towards Degree Requirements/ Good Academic Standing/ Nine Hour Rule/Grade Point Average

Until formal Notice from the Assistant Athletic Director for Compliance all student-athletes are not cleared for participation.

Bylaw 14.4 in the *Division II NCAA Manual* provides the regulations governing the progress toward degree.

Bylaw 14.4.3.1 in the *Division II NCAA Manual* provides the regulations governing the good academic standing.

Bylaw 14.4.3.1(a) in the *Division II NCAA Manual* provides the regulations governing the fulfillment of credit hour requirements.



****JUNIORS AND SENIORS must meet the path to graduation requirement by EARNING CREDIT HOURS TOWARDS THEIR DESIGNATED ACADEMIC DEGREE**

If a student-athlete has any additional questions about his/her eligibility, please contact the Assistant Athletic Director for Compliance at Goeun_Lee@pba.edu or 561-803-2399.

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.

Palm Beach Atlantic University does not have Athletic only housing. It is the responsibility of the student-athlete to facilitate their housing accommodations.

Chapel

All students are required to attend chapel 12 times a semester during the academic year. Chapels are held throughout the week in the DeSantis Family Chapel. **Students must register for a chapel time and are responsible to meet their attendance requirements before the above deadline.** Students may also accrue chapel credits for a variety of other alternative chapel events such as Christival, Honors Day, American Free Enterprise Day, and others. 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 could be subject to a portion of his/her scholarship being reduced. 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) could potentially be deemed ineligible to participate the following championship season of his/her respective sport and is subject to a partial or full reduction in one's scholarship.

Workshop

All students are required to complete 45 hours of community service per academic year. These hours must be completed, documented and submitted to the Workshop office prior to May 1st. Hours may be accumulated. It is important that you work through a 501c-3 non-profit organization to satisfy 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 <https://my.pba.edu/ICS/Departments/Workshop/>

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.
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
 - Special Speaker Series
 - Newman Club
 - Additional opportunities are available upon request

Athletic Department Statement on Class Attendance

Regular class attendance is required of all student-athletes. Student-athletes are required to provide contest schedules to their professors of any missed classes at the beginning of the term regarding any missed class time due to home or away contest conflicts. Student-athletes **may not** miss class for any other athletic related activity including practice. Student-athletes are expected to provide written notification to professors of anticipated missed class time at the beginning of each week. Student- athletes are expected to complete all assignments and exams.

The responsibility of communication to faculty members is the student-athletes'. If you are going to miss a class due to illness, you must provide your coach with a written letter on letterhead or an email from the PBA Health and Wellness Center RN or a physician. Unexcused absences will be dealt with at the discretion of the Athletic Department.

Excused Absence Policy for University - Sponsored Events

Students shall not be assessed academic penalty for excused absences from class. Excused absences are normally defined as university-sponsored events documented by written statements from university officials. Students are required to discuss such absences with individual professors at least one class day prior to the planned absence or within one class day after the unplanned absence. University officials authorized to define university-sponsored events include the President, Provost, Deans, the Director of Athletics and the Dean of Students.

Policy on Traveling Injured or Non-Cleared Student-Athletes Due to Medical Reasons

If a student-athlete has not been cleared for participation by Palm Beach Atlantic University medical professionals*, that student-athlete will not be permitted to travel to away contests.

Exception:

- a. an eligible student-athlete may travel with the team if there is no conflict with their academic class schedule, and
- b. the coaching staff have written verification from the Director of Athletics' for approval of the injured student-athletes' travel.

Policy on Traveling Partial and Non-Qualifiers

Student-athletes that have been declared by the Athletic Compliance Department as a partial or non-qualifier are not permitted to travel to away contests.

Academic Misconduct/Dishonesty Policy

The Athletic Department expects student-athletes to demonstrate the highest level of integrity inside and outside of the classroom. Should the department be made aware of any academic misconduct/dishonesty by its student-athletes, the Athletic Department will follow institutional policies when handling academic misconduct, as defined by the PBA Navigator.

Academic misconduct/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.

If the act committed meets conditions a, b, and/or c below; the misconduct will be reported to the NCAA, institutional sanctions will be enforced and additional penalties will be instituted by the department including but not limited to: loss of playing seasons/eligibility, loss of partial or full scholarship, removal from the athletic team. Below is the NCAA official interpretation on and Academic Misconduct Violation.

Academic Misconduct -- Reporting an Academic Misconduct Violation (II)

Date Published: June 26, 2014

Interpretation:

The Division II Legislation Committee determined that an institution has the authority to determine whether any academic misconduct has occurred, consistent with policies applicable to all students and prospective students. Academic misconduct refers to violations of an institution's policies related to academic honesty and integrity. Such violations may include, but are not limited to, academic fraud, academic offenses, violations of an institution's academic honor code, plagiarism and/or cheating. If an institution determines academic misconduct has not occurred, the institution is not required to report an academic misconduct violation. However, the committee determined that the extra benefit legislation continues to apply regardless of whether an academic misconduct violation has occurred. If an institution determines academic misconduct has occurred, the following standards apply:

- a. Institutional Staff Member Involvement. An institution is required to report a violation of Bylaw 10.1-(b) any time an institutional staff member (e.g., coach, professor, tutor, teaching assistant) is involved in arranging fraudulent academic credit or false transcripts for a*

prospective or enrolled student-athlete, regardless of whether the institutional staff member acted alone or in concert with the prospective or enrolled student-athlete.

- b. Student-Athlete or Prospective Student-Athlete. An institution is required to report a violation of Bylaw 10.1-(b) any time a student-athlete or prospective student-athlete, acting alone or in concert with others, is involved in arranging fraudulent academic credit or false transcripts, regardless of whether such conduct results in an erroneous declaration of eligibility.*
- c. Competition While Ineligible. An institution is required to report a violation of Bylaw 10.1-(b) any time academic misconduct results in an erroneous declaration of eligibility, and the student-athlete subsequently competes for the institution.*
- d. Other Academic Offense. If a student-athlete commits any other academic offense (e.g., cheating on a test, plagiarism on a term paper), the institution is not required to report a violation of Bylaw 10.1-(b), provided the student-athlete does not subsequently compete after an erroneous declaration of eligibility.*

In all cases in which a student-athlete engages in academic misconduct in violation of institutional policies, the institution is required to handle the misconduct in accordance with its established academic policies applicable to all students, regardless of whether the misconduct is reportable under Bylaw 10.1-(b) or whether the student-athlete was acting alone or in concert with others.

[Reference: Bylaw 10.1-(b) (unethical conduct)]

Team Study Halls

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. It is a department best practice to recommend individuals with a less than 3.0 GPA attend mandatory study hall sessions.

Tutoring

The Student Success Center provides tutoring resources. The Athletic Department will facilitate with the Student Success Center for a tutoring schedule, if requested.

Academic Advising

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

Jump Forward

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 Athletic Director for Compliance if you have questions about Jump Forward (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 emailed from the athletic staff. The student-athlete is responsible for logging into their email account. Contact the PBA Help Desk if you have any trouble with your 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 Head Coach, Assistant Athletic Director for Compliance and the Faculty Athletic Representative.

All drop/add forms must have the signature of Student Athlete Services before submitting the paperwork to the Registrar's Office. Drop/add forms can be found on myPBA or in the Registrar's Office.

Grant-In-Aid Policy

Each student-athlete must maintain the eligibility requirements that have been set forth by Palm Beach Atlantic, team regulations 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 Aid during the 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 the 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 (NCAA Bylaw 12.2.5.1)

Athletics Grant-in-Aid renewals for subsequent academic year are not automatic. Bylaw 15.6.4 in the *NCAA Division II Manual* provides for the regulation and applications of increase, reduction, and/or cancellation of athletic scholarship.

The procedures for requesting an increase, reduction or cancellation of Athletically Related Financial Aid are the following:

1. Increase:
 - a. Bylaw 15.6.4.3 in the *NCAA Division II Manual* provides for the regulation and applications of increase of athletic scholarship.
2. Reduction and/or Cancellation:
 - a. Bylaw 15.6.4.1 in the *NCAA Division II Manual* provides for the regulation and applications of reduction, and/or cancellation of athletic scholarship.

If student-athlete's scholarship is getting reduced or cancelled, within 14 consecutive days from the Director of Athletics approval, the Financial Aid Office will notify the student-athlete of the decision and emails a copy to the student-athlete. The student-athlete has 14 consecutive days to request an appeal hearing for the change in scholarship.

Athletic Scholarship Reduction/Non-Renewal/Cancellation Appeals Procedure

1. The Financial Aid Appeals Committee shall convene to hold hearings relative to the reduction, non-renewal and cancellation of athletic financial aid.

2. The Financial Aid Appeals Committee shall be comprised of a Faculty Member, a Compliance Committee Member (Outside Athletic Department), and a Financial Aid Officer.
3. Mr. Joseph Bryan or his/her representative serves as a moderator for the hearings.
4. The moderator or his/her representative will appoint an outside party to record minutes of the hearing.
5. The notification of the hearing opportunity shall include the most updated institution's policy and procedures for conducting the required hearing.
6. Student-athletes who have received notification of change of financial aid and who wish to use the appeal procedure shall send an email request within seven consecutive days to the Office of Financial Aid for a hearing with desired method of hearing.
7. Fifteen consecutive calendar days from the Office of Financial Aid's response, the student-athlete and Department of Athletics must submit supporting documentation to the moderator.
8. Once the Office of Financial Aid receives the request for a hearing, the office will respond to the email acknowledging the receipt within seven consecutive days.
9. Per NCAA Bylaw 15.6.2.4, the institution must conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing. The student-athlete will receive an email including the date, time, and location of the hearing.
10. The hearing shall be conducted as follows:
 - a) The moderator will start the hearing by reviewing the hearing procedures and summarizing the issue at hand.
 - b) The student-athlete shall appear first and shall put forward his/her case.
 1. The student-athlete has the right to representation, and the right to produce evidence. An advisor may be present but can only participate in an advisory capacity.
 2. The student-athlete may introduce written statements, produce witnesses, and/or testify personally. A list of witnesses and their relevance must be presented to the moderator during the submission of supporting documentation.
 3. After the student-athlete has finished presenting his/her case, the Financial Aid Appeals Committee may ask questions.

4. The representative of the Department of Athletics may also ask questions.
- c) The Department of Athletics shall put forward its case after the student-athlete has concluded his/her case. The presentation shall be in the presence of the student-athlete.
 1. The Department of Athletics may introduce written statements, produce witnesses, and/or testify personally. A list of witnesses and their relevance must be presented to the Director of Financial Aid during the submission of supporting documentation.
 2. After the department finishes presenting the case, the Financial Aid Appeals Committee may ask questions.
 3. The student-athlete may also ask questions.
 - d) The student-athlete shall present closing argument.
 - e) The Department of Athletics shall present closing argument.
 - f) The Financial Aid Appeal Committee may ask final questions to each party.
 - g) The Financial Aid Appeals Committee shall have the right to exclude evidence if determined to be irrelevant to the issue at hand or merely cumulative. The number of witnesses may be restricted if participant appears irrelevant or merely cumulative.
 - h) After consultation with members of the Financial Aid Appeals Committee, it shall render a decision and this decision shall be final. Written notification of the decision will be sent to the student-athlete, the Head Coach, the Assistant AD for Compliance, and the Director of Financial Aid within seven days of the hearing (Revised: 4/26/2016 effective 5/10/2016).

Athletic Department Grievance Policy

A student-athlete may contact their coach or administrator with their concern. The head coach will be notified and is responsible for attempting to resolve the issue.

If the conversation with the coach proves unsatisfactory to the student, he/she may submit a written complaint to the Senior Women's Administrator. At this time, the complaint will be logged. It is the students' responsibility to demonstrate that he/she has communicated directly with their coach. The Senior Women's Administrator will review the official student complaint and provide a formal response.

If the conversation with the Senior Women's Administrator proves unsatisfactory to the student, he/she may advance the complaint to the Athletic Director or his/her designee in writing. It is the students' responsibility to demonstrate that he/she has followed appropriate procedure and communicated with the Senior Women's Administrator. If the student is not satisfied with the result, they are allowed to forward the grievance to the Athletic Director who has the final action toward resolution.

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 into the Compliance Coordinator 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 12.4.1 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 or her designee – 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 unapproved intramural activity 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 or her designee in writing.

Travel to and From Away Contests

Palm Beach Atlantic University provides transportation to and from all PBA sponsored sporting events. Other forms of transportation are not permitted.

Transfer Release Requests to From PBA

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 the Assistant Athletic Director for Compliance via email.

Bylaw 13.1.1.2 in the *Division II NCAA Manual* provides the regulations governing **4-year college transfers permission to speak**. The Palm Beach Atlantic University is mandated by NCAA respond within 14 consecutive days with the decision. If the decision is not communicated within the time frame, the student-athlete's transfer release and permission to contact is granted by default.

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

Denial of Transfer Release Appeal Procedure

Bylaw 13.1.1.2.1 in the *Division II NCAA Manual* provides the regulations governing **hearing opportunities**. The procedure for hearing opportunity is the following:

1. If denied, the Athletic Director shall inform the student-athlete in writing within 14 consecutive calendar days from receipt of student-athletes written request.
2. The Athletic Transfer Appeal Committee (ATAC) shall be comprised of the Faculty Athletic Representative and Non-Athletic faculty members/ staff members. ATAC shall convene to hold hearings relative to the request to appeals relative to denial of transfer release.
3. The notification of the hearing opportunity shall include a copy of institution's policy and procedures for conducting the required hearing, including the deadline by which the student-athlete must request such a hearing.
4. The institution shall conduct the hearing within 30 consecutive calendar days from receiving the student-athletes request for such a hearing.
5. The hearing shall be conducted as follows:
 1. The student-athlete shall appear first and shall put forward his/her case.
 - a. The student-athlete has the right to representation, and the right to produce evidence. An advisor may be present but can only participate in an advisory capacity

- b. The student-athlete may choose to have an open hearing. If so chosen, the student-athlete must request the open hearing, in writing, to Mr. Joseph Bryan at the time they submit their notice of appeal. If no request is made at that time, the hearing will be closed.
 - c. The student-athlete may introduce written statements, produce witnesses, and/or testify personally. A list of witnesses and their relevance must be presented to the chair of the ATAC at least one business day prior to the hearing.
 - d. Testimony of the witnesses may be by question and answer or narrative.
 - e. After the student-athlete has finished presenting each witness, members of the ATAC may question that witness and/or the student-athlete if he/she chooses to testify.
 - f. The representative of the Department of Athletics may also ask questions, but the questions must be direct through the chair to the ATAC.
2. The Department of Athletics shall put forward its case after the student-athlete has concluded his/her case. The presentation shall be in the presence of the student-athlete.
 - a. If possible, the presentation shall be made by the Head Coach. Written documentation should be available to support statements made. An advisor may be present but can only participate in an advisory capacity. If the coach cannot present the case, the name of the replacement shall be submitted to the chair of the ATAC with an explanation of why the coach could not present the case.
 - b. The Department of Athletics may present witnesses in support of its case, or, with the approval of the ATAC, written statements may be submitted. The testimony of witnesses may be question and answer or narrative.
 - c. A written list of witnesses and their relevance must be given to the ATAC at least one business day prior to the hearing.
 - d. The student-athlete may also ask questions, but the questions must be direct through the chair to the ATAC.
3. The Faculty Athletic Representative shall have the right to exclude evidence if determined to be irrelevant to the issue at hand or merely cumulative. The number of witnesses may be restricted if it appears that participation is irrelevant or merely cumulative.
6. After the completion of the hearing, each committee member shall submit to the FAR their decision to: (1) uphold the denial of release or (2) approve the appeal and grant the student-athlete a release. The decision of the ATAC shall be final. Written notification of the decision will be sent from the FAR to the student-athlete, the Head Coach, the Athletic Director and the Assistant Athletic Director for Compliance within seven days of the hearing.

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 a test is positive, suspension is immediate with no review. Any dilution of a 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.

The NCAA conducts year round drug testing as well as post-season event drug testing. The NCAA can choose any student-athlete to be drug tested at any time with little to no advance notice. Summer drug testing is a part of the year round program as well. Post-season drug testing is performed with no notice. Student-athlete can be selected at any point in time while their team is participating in a post-season event.

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 the Head Athletic Trainer during regular business hours on the day any drug testing is performed.

The penalty for a positive NCAA test for a performance-enhancing drug (PED) is strict and automatic: student-athletes lose one full year of eligibility for the first offense (25 percent of their total eligibility) and are withheld from competition for 365 days from the date of the test. A second positive test for a PED results in the loss of all remaining eligibility.

The penalty for a positive NCAA test for a substance in the street drug class is withholding from competition for 50% of the season in all sports in which the student-athlete participates. A second positive test for a street drug results in the loss of a year of eligibility and withholding from participation for 365 days from the test.

A student-athlete who is involved in a case of clearly observed **tampering** with an NCAA drug test, as documented per NCAA drug-testing protocol by a drug-testing crew member, shall be declared ineligible for further participation in postseason and regular-season competition during the time period ending two calendar years (i.e., 730 days) after the student-athlete was involved in **tampering** with a drug test.

If a student-athlete who is selected for NCAA drug testing does not show up for testing or refuses to provide a sample, he or she will be penalized as if there were a positive drug test result for a PED.

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.

Institutional Testing – Positive Results

Palm Beach Atlantic University Athletics Department performs drug tests throughout the year for the student-athletes. Student-athletes are selected at random by a third party group, or by reasonable suspicion.

Zero Tolerance:

If your test results show any amount of banned substances over the minimum levels, it will be considered a positive test and you will be held responsible for the appropriate consequences. The athletics department will not accept ignorance or second hand consumption as an excuse for a positive test. If a test is positive the following discipline will follow.

1st Offense

1. 2 week removal from all team activity.
2. Suspended from 20% of games in championship season rounded up to the nearest whole number (can roll over to the following year if necessary).
 - a. If 20% game suspension totals more than the remaining number of games in the current season, the remaining number of games will roll-over to the next year's championship season
 - b. Championship season is the season in which the team is eligible to compete at the NCAA tournament (e.g. Soccer championship season is the fall; Baseball championship season in the spring).
 - c. Non-Championship season is the off-season, or individual season (tennis) and not during the same season as the NCAA tournament.
3. Athlete will be required to complete tasks as assigned by the head coach.
4. The Director of Athletics will verbally inform the parents of the student-athlete of the positive test results.
5. If athlete is appealing the result, will be suspended until such appeal has been conducted
6. Must test negative for all substances at the end of game suspension before being reinstated to athletic activity at athlete's expense.

2nd Offense

1. 30 day removal from all team activity.
2. Suspended from 50% of games in championship season rounded up to the nearest whole number.

3. Athlete will be required to complete substance abuse counseling and/or spiritual mentoring.
4. The Director of Athletics will verbally inform the parents of the student-athlete of the positive test results.
5. Possible reduction in scholarship award.
6. Must test negative before being reinstated to athletic activity at athlete's expense.

No-Show Policy:

If a selected student-athlete does not show up for his/her drug test, they must report to Health and Wellness to give a hair sample on the same day. The student-athlete will be responsible for payment of the test. Failure to provide a hair sample will count as a positive test, regardless of the reason for the no-show.

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.

Alcoholic Beverages

Definition:

*Possession**, consumption* and/or distribution of alcohol on campus or at University sponsored events*** by any student. Possession**, consumption* and/or distribution by any student under the age of 21, regardless of location. Students, regardless of their own age, may not make alcohol available to people under the age of 21. Students are responsible for their place of residence, on and off campus, and are required to take reasonable steps to ensure that other students follow PBA policy while at their residence.*

Likewise, it is logical to conclude that at gatherings with many students, some will be underage. Therefore, if clear reasonable steps are not being taken to prevent underage students from consuming alcohol, PBA students are required to leave such gatherings.

*Refusal to take a breathalyzer shall result in the student being held responsible for the violation of Intoxication and will likely result in suspension.

**This includes the appearance of or pictures of any of these, such as holding alcohol containers or the presence of empty alcohol containers.

***The prohibition extends to areas of public access within the bounds of the PBA campus (including the sea wall) or on the grounds of any properties leased or controlled by PBA (including areas of First Baptist Church and parking lots). These also are prohibited at the locations of University-sponsored. (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
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<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.
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Clubs

1. Clubs and bars/lounges that primarily serve alcohol are not recommended to PBA student-athletes. It is highly encouraged that one does not attend or appear at clubs and bars/lounges due to the high risk associated by visiting such establishments.
2. Restaurants that essentially become bars/clubs are highly discouraged after 9:00PM. These 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 and/or approval).
3. The atmosphere in these restaurants and clubs/bars/lounges could conflict with the Christian mission and values of PBA Athletics. Athletes choosing to disregard the above mentioned policies could be subject to the same penalties put forth under the alcohol policy.

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 9:00am-2:00pm (Closed from 12-12:30pm) by appointment with staff athletic trainer

Pre-Practice Treatment – M-F 2:00pm-6:00pm (based on start of practice time)

Team Physician – 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 Athletic Training Room may close early on any given day based upon practice schedules, so make every effort to come as early as possible.

*Weekends, breaks, and holiday schedules are based around practice and events times.

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

- **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.
- **NO CELL PHONE USE** (including texting, emails, calls, social media, photos etc.).
Leave cell phones in your bag in the hall unless asked to retrieve it by the ATC.
- Equipment or personal baggage must be placed in the hallway in an organized manner.
- No food or drinks are permitted in the athletic training room.
- Abusive and/or foul language, horseplay, and talking loudly, are not allowed in the athletic training room.
- Please respect the privacy of your Athletic Training Staff.
- Knock before entering offices.
- 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 can be referred to a physical therapist if necessary.
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 primary 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 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 services under this plan.
2. File a claim with primary insurer(s) as soon as possible. Usually performed by the medical provider seen.
3. Provide the Head Athletic Trainer with all documentation relating to the insurance claim.
 - a. Itemized bills for all appointments/surgeries (**DO NOT PAY ANY MEDICAL BILLS RELATED TO ATHLETIC INJURIES**)
 - b. Explanations of benefits from primary insurance for all dates of service related to the injury

Those student-athletes with international insurance that does not have a domestic address and phone number will be required to purchase an additional NCAA Primary plan to cover them if they are injured while participating in athletic related activities.

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.

Vivature

Palm Beach Atlantic University Athletic Training utilizes an electronic medical records documentation program called Vivature. This program enables the Athletic Training Department to bill student-athlete's primary insurance companies for services received within the Athletic Training Clinic. Parents will receive letters from their insurance company showing that a claim has been filed, but no action is required.