

**UNIVERSITY SPORTS**  
**STUDENT-ATHLETE**  
**POLICY & PROCEDURE**  
**HANDBOOK**

**2011-2012**

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# **INTRODUCTION**

## **PURPOSE OF MANUAL**

Although the Student-Athlete Handbook is intended to include many of the details related to the variety of different programs, it is not intended to supersede established university policy. Should a circumstance arise where the guidelines within the policy/ procedure manual conflict with the University policy or procedures, the established university policy or procedures will always take precedence. Student-athletes are expected to be familiar with university policy and procedures even if not identified in this manual.

The primary purpose of the Student-Athlete Handbook is to serve as a foundation resource and guide for all program operations and to provide the basic information that would normally be disseminated through routine informal or formal communications. While this document will serve as a guideline for student-athletes to participate harmoniously on athletic teams, it will be subject to ongoing review by the , Director of University Sports and the administration so that the appropriate changes and updates may be made annually as necessary.

Finally, while it is difficult to fully answer all questions or to address every situation, it is hoped that the handbook will provide a wide range of answers to commonly asked questions and that it will support the operation and management of a consistent, efficient, and well organized educational sports program, within the mission of the University. It is further hoped that everyone will understand the intent of the guidelines therein and work within its "*spirit*."

## **UNIVERSITY SPORTS MISSION AND GOALS**

Within the AUB mission (see website), the University Sports program is founded on the philosophy of providing a wide range of sport activities and programs to meet the many needs of a diversified student population. Through a blend of competition, lifetime activities and healthful living education, the program strives to encourage a continued participation in a healthy lifestyle throughout a student's life.

At the forefront, the mission of the University Sports program is to emphasize, advocate and promote the concept of (1) "opportunity to participate for all." Other defining goals are (2) to accommodate student sport and fitness interests, (3) create and maintain an enjoyable educational sport and fitness atmosphere, (4) foster a sense of spirit, enthusiasm, and pride in the University and for physical activity as part of a routine balanced lifestyle, and (5) promote the image and reputation of AUB throughout the Region, Middle East and beyond.

# **ATHLETICS AND RECREATION INFORMATION AND POLICY**

## **ATHLETIC PARTICIPATION PHILOSOPHY**

While the mission of the athletic program is to provide a quality sport and recreational programs for as many students as possible, it must always be remembered that participation in extra-curricular activities, whether it be recreational or competitive athletics remains a privilege that students must continue to earn through appropriate training and behaviors.

Sport budgets, equipment, practice facilities, travel, overnight lodging, etc. will be administered in the same fair and equitable manner. Each sport/activity and each participant will have the opportunity to receive the same educational experience through sport, regardless of gender, level of competition, or popularity of the sport, consistent with the guidelines for the Lebanese Federation of University Sports, and scheduling practices and procedures of other neighboring educational institutions.

When working with students, AUB coaches are expected to focus on FIVE primary educational and fitness goals at all times:

- (1) Development – Coaches have an obligation to assist students to develop emotionally, mentally, and physically, by emphasizing and teaching the basic fundamentals of their respective sport. Students need to learn the skills that will help them improve during competition and thus, also help the team to succeed. Coaches should focus on teaching the fundamental skills of their sport from 50% to 70% of their practice time.
- (2) Conditioning – Student-athletes want to work hard and be safely “pushed” to a higher level of training. Student-athletes will thank a coach for working them hard to be in the best physical condition possible.
- (3) Positive Reinforcement – Most student-athletes know what their strengths and weaknesses are. Students want to be told what they need to do to improve on and how they can become better at what they do. When mistakes are made they want to be told and should be, in a positive manner so as not to be humiliated. Positive reinforcement, enthusiasm, and enjoying what you do is contagious. When young people see the coach enthusiastic, confident and excited, they too become motivated to action.
- (4) Image – Coaches and student-participants should always remember that they are ambassadors of AUB and the athletic program in every way and at all times. Illustrating respect for officials, opposing teams, faculty and the AUB community is expected. Coaches and student-participants must be positive role models and represent the University and sports program with the highest level of integrity and professionalism.
- (5) Fun – Youth, at all levels of education, want to participate in sports to have fun, even though they may not openly admit it. Coaches, in their intense desire to succeed, sometimes also forget the concept of fun. It’s okay to have fun in your sport as a coach and as a student participant!

## **ATHLETIC STUDENT-PARTICIPANT SELECTION GUIDELINES**

While it is the philosophy of AUB to allow all students to try-out for the various sport teams, the head coach will always make the final decision as to who will be on a team roster. Athletic participation is still a privilege and a place on a team must be earned. The following are some basic guidelines that head coaches may utilize when selecting team members:

Academic Achievement – The most important reason a student should attend AUB is to receive an education. They must be a serious student. This will enhance the University credibility and also ensure that the time spent training and developing a student-participant has not been wasted.

Character – Students who are good citizens will do much to enhance relationships with the faculty and the community. When considering character, coaches should be able to answer yes to the following questions:

1. Is this student coachable (follows instructions and attempts to learn on his/her own)?
2. Is the student a positive leader who encourages others and supports his/her teammates?
3. Does the student display a "winner's attitude" (never quits, works hard, gives a complete effort)?

Athletic Ability – Coaches need to ask these questions:

1. Is the student fundamentally sound in the skills related to the sport?
2. Does the student possess the appropriate specialized skills, to be effective in the sport?
3. Is the student coordinated, strong, and has the appropriate size and proportionate weight?

## **ATHLETIC TEAM GUIDELINES**

The information/guidelines listed below will serve as a foundation for students-athletes participating in AUB sport programs.

Academics - Students should choose to attend AUB primarily to receive a quality education. It is important that they maintain good study habits and attend all of their classes. Students should organize their time well and the conflicts between academics and athletics will be minimal. On occasion, a class may be missed due to travel, in which case permission of the instructors should be requested by the Director of University Sports. Students should also be prepared to make-up the work missed.

Diet - Eating properly will help ensure health and durability during a long athletic season. As a general rule, dietary supplements and special meals are normally not necessary. The Athletic Therapist or AUB nutritionist should be consulted in situations where diet is a concern.

Eligibility – Annually, student-participants will be informed about the basic eligibility rules necessary to compete on a sport team at AUB by the Director of University Sports, who will monitor and ensure the guidelines are being followed by each team.

Equipment and Facilities - Students must take care of the equipment issued to them. Practice equipment should be worn and cleaned daily and game equipment be given special attention. AUB teams should present an image of being well organized, neat, self disciplined, and of the highest quality.

Game Procedures and Conduct - A reasonable set of guidelines for contest procedures and conduct for home and away games are as follows:

1. Bench Decorum - When on the bench students should exhibit appropriate decorum and remember that they are representatives of the AUB athletic program and the University.
2. Fighting/Badgering - It is not permissible for AUB student-athletes to engage in fighting or badgering (trash talk) either during an athletic contest or afterwards. Students who engage in fighting or cause an incident that creates fighting will be immediately suspended or dismissed from the sports program. Additional disciplinary action may also be taken by the University.
3. Locker room - Locker rooms should be kept neat and clean at all times. Clean-up after a contest, especially when a guest at another university.
4. Officials - Students should never challenge officials either from the bench or while on the field/court. In fact, students should be courteous, even after a "bad call." No doubt, the same officials will be seen many times throughout a season and in future seasons. Positive behaviors will be remembered.
5. Pre-game workouts - During a pre-game workout, captains may be in charge. It is recommended that student-participants not engage in conversations with fans, friends, parents, etc. during the pre-game, game, or post-game, until released by the head coach after the contest has concluded. Neither students nor coaches should ever respond or recognize negative comments from people viewing the contest.
6. Sportsmanship/Negative Gestures - It is expected that AUB student-athletes will represent the University and our athletic teams with the highest level of integrity and sportsmanship. Students should NEVER make disparaging comments or gestures to opponents, teammates, coaching staff, or officials. Even after the contest has ended, student-athletes should reflect a positive attitude that illustrates the above. Behavior and sportsmanship from AUB students is expected to be exemplary at all times.

Health and Hygiene - A basic problem with students participating in sports always seems to be not enough rest. Encourage students to organize their time to include sufficient rest. After showering, they should be certain to dry off completely and cover their head before going out into the cold air. They should avoid sharing fluids by mouth with others. This is a primary cause of "team" sickness. Continuous eating of "junk food," will also take its toll on the system. Encourage them to drink plenty of fluids.

Practice - Student participants should be prepared to attend all practice sessions and to be on time. Dental, medical, and other obligations should be planned so that they do not interfere with practice. When injured, a good procedure is to have students attend practice and continue to learn by observing. The general procedure should be that when a student must miss practice his/her position on the team may be altered, to accommodate someone who is present. Upon return, a student should be challenged to earn the position back.

During practice it is expected that students will give their very best effort at all times. If a student is asked to leave practice, he/she should plan to return for the next practice session. If asked to leave a second time, head coaches should decide whether to allow the student to continue to participate.

Outside AUB Competition – Students must consult with head coaches before participating in any outside competition. Students will become immediately ineligible if they participate under an assumed name. While the athletics administration allows students who participate on teams outside of AUB to also participate on AUB athletic teams, it must be clearly understood that sponsored sports at AUB are first and foremost for students who are dedicated to participate on AUB teams. Dedicated means rarely missing practice and/or competition sessions. Only those students who consistently attend practice and competition sessions shall be allowed to continue to participate on AUB teams. More than two such sessions missed per month could constitute dismissal. Head coaches are expected to monitor student attendance closely and accurately report results to the Director of University Sports monthly.

Team Travel - When traveling, particularly in a group, everyone needs to be prepared and on time. A good procedure is to follow the trip itinerary closely. Bus, air, taxi, meals, meetings are examples of items that must be done at specific times. Dress should always be neat and appropriate for the occasion. Traveling can be a very fatiguing experience because of the elements of sitting and waiting. Diet and rest become even more important during this time and junk foods should continue to be limited. A curfew, (established by the head coach), while traveling, is expected to be strictly adhered to.

Disciplinary Guidelines - All student participants are expected to follow a reasonable training routine. This includes sufficient rest, diet and appropriate behavior. Students shall be informed that substance abuse/misuse of any type will not be allowed and will be immediately reported to the Director of University Sports. The general "rule of thumb" for appropriate behavior is common sense. As necessary, the coach may counsel, reprimand, suspend or dismiss student participants from the team. When disciplinary action is taken, the Director of University Sports must be informed. The action taken by the head coach may depend on a number of factors, such as:

1. The severity of the particular incident.
2. The frequency with which the incident occurs.
3. The behavior of the individual when discussing the incident.
4. The length of time the student has been a participant in the program.
5. Other factors that may become apparent in individual situations.

Sport Specific Rules - Head Coaches **MUST** submit a copy of their sport specific rules to the Director not later than 2 weeks after the start of the initial team practice. It is expected that team specific rules will be clearly explained to team members early in the season.

## CATEGORIES OF PARTICIPATION

It is not feasible to fund every student interest. Therefore, in order to meet as many of our student interests as possible the University Sports program emphasizes four categories of participation for students with varying levels of funding.

### Category One – Sponsored Intercollegiate Sports:

A sponsored intercollegiate sport may be defined as one where there is physical activity and spirited competition with other universities in an ongoing and organized manner. Intercollegiate athletics is highly competitive in nature and therefore is restricted to the elite athlete. It isn't safe for one professional employee to teach and develop large numbers of students in some sports. Therefore, the number of student participants may need to be reduced to a manageable size or a junior varsity program established with exceptionally popular sports. The program will provide unique and talented men and women students the opportunity to develop and excel in their sport of choice. A highly competitive intercollegiate sports program for elite student-athlete will and should continue to promote a positive image of AUB throughout Lebanon, the Middle East, and globe.

Funding – This category is fully funded by University Sports for equipment, uniforms, home and regional competition and coaching staff.

### Current Sponsored Sports in this Category

Men and Women's Soccer	Men and Women's Basketball	Men's Rugby
Men and Women's Volleyball	Men and Women's Swimming	Men's Handball
Men and Women's Track and Field	Men and Women Cross Country	Men and Women's Tennis
Junior Men's Soccer	Men and Women's Table Tennis	Men and Women's Squash
Junior Men's Basketball		

Status Requirements – Sports in this category must (1) have sufficient local university competition, (2) have the established minimum number of participants for the sport at all times, (3) be highly physical in nature. Additionally, academic standards of the student participants and a high level of competitiveness must be maintained.

International Travel Experience – As has been the history, elite AUB student-athletes will have the opportunity to represent AUB in other regions of the Middle East and Europe. Our students have represented themselves well and the tradition is one to be continued. It has also been an excellent educational experience for young men and women and is a highlight of the elite phase of the AUB sports program. The selection of teams and/or students who travel must meet the established criteria outlined in the athletics policy manual. Only teams and individuals who qualify and who will represent AUB at the highest level of competition shall be selected for this unique experience. Within the allocated budget it is also possible that teams may travel to different regional location in the same year. This flexibility in scheduling will further enhance the name and image of AUB to a wider international audience in multiple locations, which is and should be one of the objectives of the international travel experience. International team travel will also be closely coordinated with the Alumni and Development Offices so that a university hosted social event may be conducted with selected alumni and/or donor or potential donor guests and selected student-athletes and University Sport staff and administration.

## **Category Two – Fitness, Recreation and Other Sport Activity:**

Other sport or recreational activity may be defined as one that may or may not include physical activity or competition with other universities, and/or may be focused primarily on the recreational and/or fitness benefits of participation. Some examples in this category might include aerobics, dance, yoga, body building, martial arts, snow skiing excursions, sea kayaking, sailing, hiking, one or several day competitions (challenges), clinics, summer camps, and health or fitness educational programming such as health awareness workshops.

Funding – With the exception of some University Sports sponsored events, the funding in this category will primarily be limited to promotion. This effectively will be a “pay to play” operation. The details and cost for each youth sport, fitness or educational opportunity activities will be clearly outlined and defined. For example, those who wish to participate in aerobics or dance or any other similar instruction, will need to pay a fee proportionate to the number of participants for the cost of the instructor. University Sports will assist with promoting the activity and possibly some minor expense if necessary.

Status Requirements – There are no minimum number requirements to be maintained, but the activity must be approved by University Sports and must be for AUB students and/or employees. Instructors, Advisors or Coaches in this category must adhere to all AUB and University Sports policy as well as the guidelines outlined on the Independent Agent (Volunteer Coach/Advisor) Agreement (Form B1)

International Travel Experience – In rare instances the International travel experience may be possible for the elite and exceptionally talented student in this category. However, they must be an individual who is immediately recognized as a person who would represent AUB at the highest level of competition.

## **Category Three – Intramural (IM) Sport:**

At many universities, IM can be as or more popular among students than the intercollegiate athletic program. A successful IM program involves league competition over a long period of time that eventually culminates in playoffs and an ultimate IM champion for that sport. This type of program has the potential to reach a wide range of students and faculty alike. The program will be primarily in the evening, but could include day and weekend activity as well.

Funding – The funding for the IM program will be from University Sports and used primarily for championship award tee shirts and promotion of the events.

## **Category Four – Club Sports:**

Groups with an interest in a specific sport not already offered by University Sports may request that their sport be adopted as a club team. The criteria for a club sport team to be recognized as a varsity or junior team is a two-year process. New club sports and participation is enthusiastically encouraged in that it is one of the primary goals of University Sports is to meet student needs by saying “yes” to their initiatives. Thus, if there is sincere interest in an activity, it will emerge with the students who have the fortitude to follow through with the two year process of converting a club team to varsity or junior status.

Funding – There will be no University Sports funding for the initiation of new club sports, including coaching which is required. However, during the two year probation period, club teams will be advised and monitored by the University Sports staff and may receive some limited financial support.

## **CLUB SPORTS/ACTIVITY GUIDELINES**

A club sport or activity is any sport or activity that does not currently have AUB sponsorship. A club sport or recreational activity may be “adopted” by the University Sports program, when the factors below are relevant:

1. Is there sufficient student interest? This may be established through a petition, group gathering, etc. Sufficient interest will be defined as at least three times as many students interested in participating as is necessary. For example in basketball 5 are required to begin a contest, therefore 15 would be necessary. In instances where numbers are not relevant, 15 will be used as a general guideline.
2. If a varsity sport, is there ample competition with other universities or colleges within a reasonable driving distance from AUB?
3. Will the new sport/activity be available to both genders or will it disrupt the balance of equity and opportunity among genders?
4. Is the cost to support the new sport/activity out of balance with available operational funds?
5. Will the new sport or activity be unnecessarily hazardous to student safety or create liability concerns beyond the University norms?

To achieve sponsorship the group must adhere to the guidelines below:

1. The group must illustrate that there is sufficient student interest in the activity as defined above.
2. An approved advisor/coach must be secured. This person must be an individual who has sufficient educational/sport experience to supervise a group within the guidelines established in the Athletic Department policy manual.
3. After the first two criteria above have been met, a tentative plan for the group must be developed by the club sport advisor and approved by the Director of University Sports. The plan must include, at  
a minimum, details regarding the following:
  - a. A detailed budget and strategy for securing funds to operate (if necessary).
  - b. A plan to secure appropriate and safe equipment and uniforms (if necessary).
  - c. A tentative participation schedule (if necessary).
  - d. A tentative practice schedule and facilities needed (if necessary)

4. Once a prospective club sport/activity has achieved the above, they may be granted a probationary “club sport/activity” status for one year.
5. During probation, the club sport/activity may not be funded, but may be granted use of facilities.
6. After the successful completion of an initial year, a probationary club sport/activity may request a continuance. If approved, the process will continue as stated above, but with the possibility of some limited funding from the athletic budget, as per the club sport guidelines listed below.
7. Club sports/activities that wish to pursue “varsity status” at AUB may make a formal request in writing to the Director of University Sports after the successful completion of the second year as a club sport/activity.
8. In addition to the above, club sports/activities must adhere to the same guidelines and policies of all AUB sponsored sports/activities during the probationary period. Such as:
  - a. “Club” teams/activities will be open to all students without discrimination.
  - b. At the discretion of the Director of University Sports, university equipment may be used for a club sport/activity.
  - c. The ordering of all equipment/services from external vendors must be done through the AUB athletic department but will be the sole responsibility of the “club” team and supervisor, who will be solely responsible for payment in advance of the order.
  - d. Students and supervisors who represent the University, even “club” status, are expected to exhibit the highest level of behavior and standards of the University and sports program.
  - e. Scheduling and all other management details will be accordance with established Procedures and done in coordination with the athletic department, but remain the sole responsibility of the “club” team advisor/coach or his/her designee.
  - f. Advisors/Coaches of “club” teams will be assigned as “volunteers,” without compensation.
  - g. A breach of any of the University or club sport guidelines will be cause for immediate termination and disassociation with AUB as a club sport/activity.

## COMPETITION SCHEDULING

Annually the Director of University Sports meets with other local administrators and officials to arrange required scheduling for the sports AUB currently offers. Not all universities within our geographic region have all of the varsity sports AUB offers. Therefore, the difference in the number of contests and tournaments offered for different varsity sports is determined primarily by the local available competition in that sport, popularity of the sport, number of students participating, historical traditions, and available funding. AUB shall only compete with other universities who are proponents of similar educational and sport philosophical standards as approved by the FSUL. The exception shall only be when other schools are also participating at tournaments hosted by approved universities or at FSUL championships.

## DISCRIMINATION AND HARASSMENT

AUB has a clear policy against discriminations and harassment of any kind by employees or students affiliated with the athletic program or CHSC. For additional information and details refer to the AUB website at <http://pnp.aub.lb/general/discrimination/index.html>. Incidents reported to the will be immediately investigated and the results submitted to the appropriate university and community agencies.

## DUE PROCESS (Student Athlete Exclusion)

Occasionally it may be necessary to exclude a student-athlete from participating on a team when conduct endangers other persons or property, behavior is disruptive to the educational process, conduct is in violation of established/published team rules. Whenever a student-athlete who has been accepted as part of a team is permanently excluded from participating with the athletic team, they must be provided an opportunity to present their side of the story. If exclusion is to occur, the following procedure must be adhered to:

1. Other than in an emergency, no student should be excluded from a team without an informal hearing before the head coach. An informal hearing will consist of the head coach giving the student-athlete an oral and/or written reason for the exclusion, and allow the student-athlete facing exclusion the opportunity to present their side concerning the issue. This must be done even when the head coach witnesses the incident.
2. If the head coach determines that there is basis for excluding a student athlete, written notice shall be given to the student and the Director of University Sports.
3. If a student-athlete believes that they have not had an appropriate opportunity to present their side of the issue, they (in the presence of the coach), may present their case to the Director of University Sports.
4. If a student-athlete still believes that they have not had an appropriate opportunity to present their side of the issue, they may (in the presence of the coach and Director of University Sports) discuss the issue with the .

5. If still not satisfied with the resolution, the student may present their case to the Dean of Students.
6. In cases of exclusion, appropriate documentation should be submitted to the Director of University Sports.

## **ELIGIBILITY VERIFICATION**

1. Head coaches will submit a list of participating student-athletes to the Director of University Sports by November 1 annually.
2. The Director of University Sports or designee will evaluate each individual to determine eligibility status.
3. To be eligible a student must not have reached his/her 27<sup>th</sup> birthday and be currently registered as an AUB student. Students not enrolled may not participate on varsity teams.
4. FSUL guidelines permit, at the discretion of the head coach and athletic director, two graduates or alumni to participate in FSUL Championships contests. These participants must meet all of the practice, participation and behavior standards outlined in the manual.
5. Head coaches will be notified in writing of the eligibility status of students within 72 hours.
6. Students on official team rosters are NOT allowed to withdraw from any class without first informing the Director of University Sports and Head Coach.
7. Only students on the official university team rosters are considered to be approved student participants in that they are actively participating in their respective program. These students must be enrolled at the University (#4 exception) and training with the team, even if not able to compete due to injury or eligibility status.

## **HOSTILE COMPETITIVE ENVIRONMENT**

When a competitive environment had evolved into an overly hostile situation that places our students in jeopardy either physically or emotionally, consideration must be given to ending the contest and leaving the area. Aggressive or physical “clean play” is appropriate as are spectators being cheering loudly for their home team. “Dirty play” or “cheap shots” with the intent to hurt is not acceptable. The singling out of students competing and/or the use of vulgar or obscene language or gestures by spectators is also not acceptable. If in the judgment of the head coach or Director of University Sports, the competitive environment either among students competing or from spectators attending the contest is “out of control,” several options must be considered. First, if among students competing, discuss the matter with the officials to regain control. Second, if the concern is with spectators, ask the officials to locate the site administrator so the matter may be corrected. Finally, if neither of the above were successful in correcting a dangerous environment, as a last resort, remove our students from the area immediately. There is nothing more important than the safety of our students. Also, if videotaping the contest, have the camera person to focus on the problem individuals, so verification may later be shared with the appropriate administration and university.

As an educator, we never have the option to lose control of our own emotions or temper either with officials, site administrator, spectators, etc. Finally, neither the coaching staff nor students should ever address or recognize disruptive spectators in the stands.

## **INTERNATIONAL TEAM TRAVEL**

The international travel experience has two primary functions. First, to reward student-athletes who have participated diligently in the sports program from the beginning of the fall semester through the spring. Second, to promote a positive image and enhance the reputation of AUB to other regions of the Middle East and beyond. The Director of University Sports and head coaches must ensure that only students who have satisfied the participation criteria and have the appropriate level of athletic talent are selected for this unique educational experience. Some other specific guidelines are:

1. While student-participants need to assist in payment of some trip expenses, every attempt must be made to keep student costs to a minimum, with no student being asked to contribute more than 50% of the individual cost. In rare instances, and with the permission of the head coach and Director of University Sports, students who were not selected to travel may be allowed to participate by paying their full cost to travel.
2. If funds for the second semester trip are not generated/pledged by January 1 annually, the trip may be cancelled.
3. No student, who is on the official team roster, may be denied the opportunity to travel due to insufficient personal funds.
4. Only students who have attended 90% of all scheduled practice and/or competition sessions will be allowed to participate in the international trip, regardless of their ability. On rare occasions, exceptions may be made by the Director of University Sports for students with unusual circumstances.
5. Behavior and sportsmanship during the travel experience is expected to be exemplary at all times.
6. Participating students must submit a Waiver Release Form

## **JOINING AN AUB TEAM/ACTIVITY**

Students interested in joining an AUB team should complete a Sport Information Form (online). Once a student has completed an Information Form the head coach or advisor will inform the student regarding team meetings, physical exam requirements and training schedules. Students will then be allowed to attend practice to compete for a place on the team,

## **LETTERING, LETTERHEAD AND COLORS**

Colors – The official AUB colors are Red and White. Uniforms and other items purchased through budget or that will be used to represent college sponsored programs should conform to those colors as closely as possible. The official letterhead of the University is the only type of writing paper and envelopes that may be used. No other form of personalized letterhead, notepads, etc. may be created.

## MEETINGS/GATHERINGS

Early in the fall, the Director of University Sports will conduct a “Welcome Reception.” All students planning to participate in intercollegiate athletics and all sport staff are required to attend the gathering. The purpose of the gathering is to welcome new and returning students to the college, disseminate necessary eligibility and academic standards information, and to provide students and staff the opportunity to meet one another afterwards in an informal social setting.

At the conclusion of the year there is an “Athletics Night,” at which time special awards and honors may be bestowed on student-athletes. Some funding for this event may be provided by the Athletics program.

## MINIMUM SQUAD SIZE

For a sport/activity to continue to receive funding, each head coach is expected to maintain no less than the minimum team size listed below, through active recruitment of student-participants on campus annually. For each of the sports listed below, it is expected that the minimum number be maintained throughout the year and that student-participants attend all training sessions. Once the sport/activity has been established, should the minimum number of participants fall below the required number for two consecutive years, the activity may be disbanded for the following year to allow sports where there is more student interest to begin. The general guideline used to calculate the minimum number of students necessary to establish a team sport is three times the required number of participants for a contest to officially begin. The guideline for other sports and activities has generally been defined as sufficient student interest (8-12 or more). The current recognized sports at AUB and minimum numbers required per gender whether varsity or a junior team is below:

<b>Sport Teams</b>	<b>#</b>	<b>Sport Teams</b>	<b>#</b>
Football	18	Rugby	18
Basketball	12	Volleyball	12
Track/Cross Country	15	Handball	15
Cross Country	12	Squash	8
Swimming	12	Table Tennis	8
Tennis	8		

## PHOTOGRAPHS

Head coaches should schedule a time early in their competitive season to have a team picture and individual “head shots” taken. Arrangements may be made in coordination with the Director of University Sports.

## **THERAPIST SERVICES AND GUIDELINES**

During normal practice hours for athletic teams and during home athletic contests, the Athletics Therapist (AT) will be available on site to care for the needs of participating student-athletes. While every effort will be made to have the AT present at all practice sessions conducted at AUB, coaches should be aware that “*off-hour*” (late evening/early morning) practice sessions may not necessarily mean that the services of certified athletics therapist personnel will be available. The following are some general guidelines relative to the Athletics Therapist services at AUB.

### **Personnel**

It is expected that the CAT will conduct him/herself in a professional manner at all times in the care and maintenance of student-athletes, while performing his/her responsibilities:

### **Training Room Hours**

Training room hours are dependent on the number of sports and competition and practice schedules. Generally, the training room will be open 2:00 p.m. to 8:00 p.m. Monday through Friday and two hours prior to a home event. The training room will also be open post-game as needed. Hours on Saturday and Sunday will vary depending on practice and competition schedules. Deviations from this schedule may be made through verbal agreements between the AT, head coach and Director of University Sports.

### **Facility and Equipment**

The athletic training room in the CHSC is located on the first level, on the east side and adjacent to the gymnasium and fitness areas. The following treatment modalities and equipment are available:

Ultrasound	Electric Muscle Stimulation
Ice Machine	Hot Hydrocollator Packs
Whirlpool	Multiaxial Ankle Platform (BAPS)
Ankle Weights	Slideboard
Stationary Bike	Portable High Volt Stimulator
2 Treatment Tables	2 Taping Tables
6 Water Coolers	

### **Storage of Confidential Records**

The Athletics Therapist shall keep an accurate file of all injuries and complete all medical and insurance forms in collaboration with the Director of University Sports. Insurance claim forms and other documentation

of injuries are maintained in confidence in the athletic training room, as well as a daily log of all administered treatments. Information is also logged in on the computer and a hard copy secured in a locked file cabinet. All data is kept confidential. If circumstances arise where information must be transmitted, it is shared by hard copy only and with consent of the student-athlete. The student-athlete has the right to request restrictions on the use and disclosure of personal records, to inspect records, and to copy records.

### **Practice and Competition**

In the current AUB sponsored sports that involve contact activities, such as basketball, soccer, rugby, etc. a AT must be present. The obvious exceptions would be a shoot-around in basketball or “walk-through” practice in soccer, where physical contact is not part of the practice.

At all other times and in other AUB sponsored sports, practice or competition may be conducted under the following circumstances only:

1. The session is approved by the Director of University Sports or his/her designee and has been listed on the master schedule maintained by the scheduling coordinator.
2. An AUB employee, who is certified in safety and first aid, is available on campus and has been notified that his/her assistance may be necessary.
3. Should an inquiry or accident occur, coaches are to follow the outline listed in the department policy manual.

### **Injury Care Procedures**

In the event that the AT is not immediately available at the time of an injury, the head coach will follow the Emergency Action Plan for Injuries and render first aid to the student-athlete. The following are guidelines for general injury care:

1. All injury and accidents that occur in the absence of a CAT must be immediately reported to the AT. The AT will report all serious injury and accidents to the Director of University Sports and complete the appropriate forms.
2. First time injured students must see the AT for evaluation and completion of the injury report form and report to the campus infirmary to obtain a referral to a specialist as necessary.
3. New injuries should be evaluated by the AT so that proper treatment or referral may be initiated.
4. For students with injuries requiring referral to a physician, an accident report form and insurance form must be completed and processed.
5. It is the responsibility of the AT to communicate with the respective coach and the Director of University Sports on the progress of injured student-athletes.
6. The AT or Physician will have the responsibility to determine when an injured student-athlete may return to practice and competition.

### **Training Room Rules**

1. The training room shall be secured at all times when the AT is not physically present in the room. Other than the AT, a key to the training room will be with the Director of University Sports, the for University Sports and Campus Protection.
2. Only the AT may administer treatment with the modalities in the training room. Self treatment is not permitted.

3. The AT must be present in the room when the modalities are being used for treatment.
4. Treatments and taping will be done on a first come first serve basis, with priority being the same as the priority use of facility for scheduling.
5. The use of athletic injury equipment and supplies is to be monitored and used at the discretion of the AT.
6. Use of the office equipment may only be done with the permission of the AT.
7. Coats, bags, equipment, etc. may not be brought into the training room.
8. Abusive language, misbehavior or loud music is not permitted in the training room.
9. It is the responsibility of the coach to inform the AT if a scheduled treatment of a student-athlete needs to be changed ASAP.
10. Medical kits used for travel are to be returned directly to the AT by the head coach.

### **Visiting Team Services**

Visiting teams are provided the same quality care provided for the AUB students. When requested, taping and all other needs may be done with the supplies being provided by visiting teams. The AT will be present at all home contests with a fully stocked training kit, ice, and water for all contestants.

## **STUDENT-ATHLETE HANDBOOK**

Students participating in the athletic programs will be provided with a student-athlete handbook. The handbook will outline basic department procedures and policy, particularly related to student participation. Students will be expected to read through the handbook and return a signed verification that they understand the information therein, before they may practice with any team. Head coaches should review the information in the handbook annually with student participants prior to the beginning of each season

## **SUBSTANCE AND ALCOHOL/TOBACCO USE POLICY**

The use of alcohol, drugs, inhalants, or other illegal or controlled substances among student athletes interferes with the proper climate for learning and undermines the environment both for the users and non users as well. No participants of any AUB sports/athletic program may use, possess, consume, manufacture, sell, service, deliver or distribute alcohol, drugs, inhalants, or any other illegal or controlled substances at any time. This policy includes activities on campus, off-campus, or at any other function, location or time. Violation of this policy may result in suspension or dismissal from the team.

The head coach shall investigate incidents and report the results to the Director of University Sports and . Depending on the occurrence, the shall report the matter to the Dean of Student Affairs for further action.

### **Illegal Drugs**

Students using illegal drugs will be immediately dismissed from the sports program and reported to the appropriate university administrative offices such as the counseling center as well as other community agencies. The Director of University Sports must be immediately informed in writing of the incident. After appropriate rehabilitation, the student may be allowed to return to the sports program only with the permission of the Head Coach, Director of University Sports and the . On a second occurrence, the student-athlete will be permanently dismissed from the sports program at AUB.

### **Alcohol**

The use of alcohol at any time will not be tolerated. Student-athletes using alcohol will be suspended if the incident occurred while the student-athlete is under the direct supervision of the head coach, such as a road trip. The incident must be immediately reported in writing to the Director of University Sports. For a first occurrence, reinstatement to the sports program is at the discretion of the head coach and the Director of University Sports. For a second incident of the above, the student-athlete will be suspended from the sports program and may only be reinstated with the approval of the Director of University Sports, and the . Approval will only be considered if the student-athlete is actively engaged in a community alcohol rehabilitation program. On a third occurrence, the student will be dismissed from the sports program.

### **Tobacco**

The use of tobacco is not permitted at any time while a student-athlete is actively engaged in the athletic program at AUB. Student-athletes using tobacco will be disciplined by the head coach and the incident immediately reported in writing to the Director of University Sports. At the discretion of the head coach and the Director of University Sports, second or third offenders may be suspended or dismissed from the sports program.

## **TERMINATION OF A VARSITY SPORT OR SPONSORED ACTIVITY**

Varsity teams and sponsored recreational activities may be terminated for any of the following reasons:

1. The University no longer has the funds to support the activity.
2. The activity has proven itself to be too dangerous or hazardous to student safety.
3. Local competition has significantly diminished.
4. Competent qualified coaching can not be obtained.
5. Student behavior within the group has been consistently unprofessional and/or disruptive.

6. Insufficient student interest.