

Texas A&M International University



Department of Athletics Student-Athlete Handbook

Revised: July 21, 2017



STUDENT-ATHLETE HANDBOOK

ACKNOWLEDGEMENT

I, _____ will be a participant in the sport of _____.

I acknowledge that it is my responsibility to read and understand the information located in the Student-Athlete Handbook and willfully accept the benefits and responsibilities included on it. I am also aware that this Student-Athlete Handbook is not all inclusive of the benefits and responsibilities I may or will be required to undertake. I knowingly accept that violations of the procedures contain herein and as defined by Texas A&M International (TAMIU) Department of Athletics Staff, Coaches, TAMIU Faculty or Staff will result in, but not exclusive of, suspension from participation to dismissal.

Print Name _____

Date _____

Signature _____

TAMIU e-mail address _____

Personal e-mail address _____

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Dear Student-Athlete,

The Texas A&M International University Department of Athletics welcomes you to the university and to the intercollegiate athletics program. Your scholastic achievements and athletic abilities have provided an opportunity for you to study and participate at one of the finest universities in the country. We hope you take full advantage of all the opportunities offered at TAMIU. It is our goal that you achieve academic fulfillment, athletic success and personal growth as a result of time spent here.

We have attempted to pull together standards and supplemented them with other items of interest so that each of you can have a better understanding of the intercollegiate athletics program in which you participate. There is no intent for these standards and procedures to be different from those written in the Texas A&M International Student Handbook. If there should be a conflict, university policies shall prevail. Failure to comply with these standards and procedures may result in the student-athlete's loss of eligibility or grant-in-aid. The Student-Athlete handbook shall serve as a reference during this academic year. Any questions regarding this handbook or the interpretation of the established standards and regulations should be addressed to the individual coaches or the Director of Athletics.

When it comes to the TAMIU student-athlete, we embrace the NCAA Division II philosophy of "balance" between academics and athletics. The entire TAMIU intercollegiate athletics staff is dedicated to providing the resources necessary for you to excel in both roles. We are very proud to have you with us. Take advantage of your time here. If you do, you will leave with much more than a degree; you will have a base of preparation upon which to build a great future.

Sincerely,



Griz Zimmermann

Director of Athletics



Mission Statement

The Texas A&M International University (TAMIU) Intercollegiate Athletics program exists for the sake of the students at A&M International-for their growth and development Intercollegiate athletics, operating under the principles of fair play and amateurism, provides equal opportunity for talented students to participate in a nationally competitive sports program that is values-based and educationally sound.

- | | |
|----------|--|
| GOAL # 1 | <i>Every student-athlete who completes his/her eligibility is expected to graduate.</i> |
| GOAL # 2 | <i>Each sport should aspire to be competitive at the national level.</i> |
| GOAL # 3 | <i>An efficient and cost-effective support system for the operation of the existing athletic program should be developed and maintained.</i> |

General Statement of Athletics Policy

TAMIU's athletics policy is consistent with the mission and objectives of the university as stated in the current catalog. The basic aims of the intercollegiate athletics program are as follows:

- To provide a well-rounded schedule of intercollegiate athletic competition for men and women in sports designed to encourage participation by a segment of the student body. The program complements and is consistent with the educational goals of the institution.
- To develop and encourage physical fitness, physical skills and emotional control; to foster good sportsmanship, self-discipline, school spirit and loyalty for both participants and spectators; and to present opportunities to participate at a high level of competition.
- To provide an opportunity for the student body to witness and enjoy good intercollegiate athletic competition.
- To offer the student body a rallying point and instill student esprit de corps.
- To provide a vehicle by which Texas A&M International University may be projected to various communities and the media.

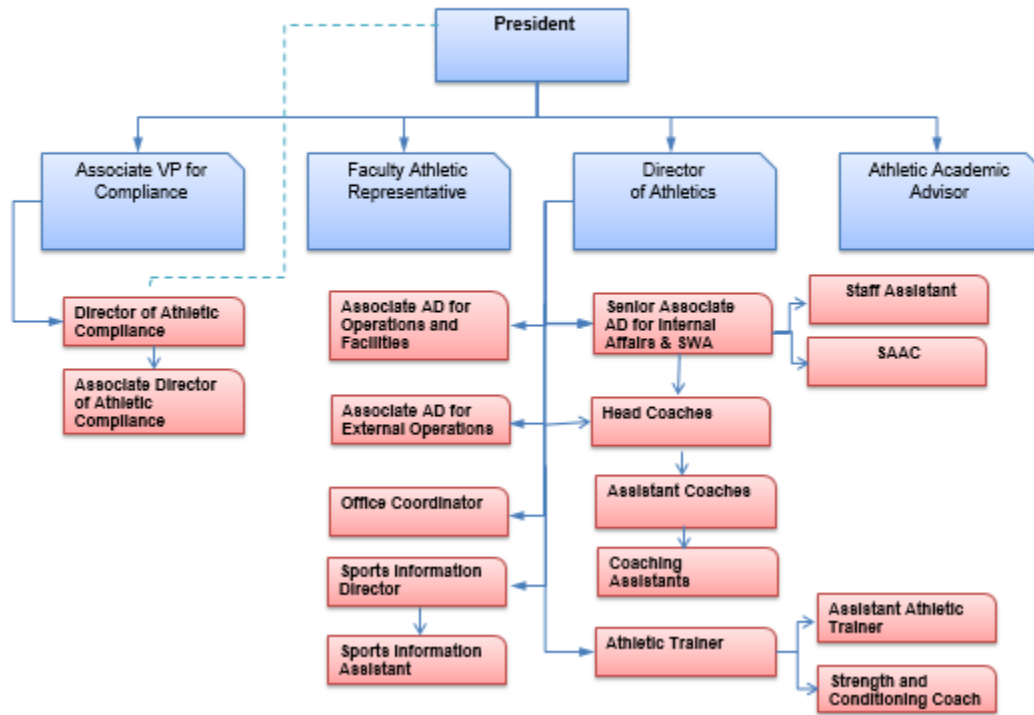
Staff Directory

Title	Name	Phone Number	Office & Location	E-mail
TX A&M International University		956-326-2001		
Director of Athletics	Griz Zimmermann	956-326-2890	KCB 107	griz@tamiu.edu
Senior Associate AD for Internal Affairs, SWA, SAAC Sponsor	Rocio Garcia	956-326-2891	KCB 107 B	rocio.garcia@tamiu.edu
Associate AD for Facilities and Operations	Dan Lathey	956-326-2892	KCB 107	dlathey@tamiu.edu
Associate AD for External Affairs	Kelly Higgins	956-326-2998	KCB 107 E	kelly.higgins@tamiu.edu
Office Coordinator	Petra Vela	956-326-3000	KCB 107	pvela@tamiu.edu
Sports Information /Promotions Specialist	Tim Fairhead	956-326-3007	KCB 107B	timothy.fairhead@tamiu.edu
Assistant Sports Information/ Promotions Specialist	Tyson Jex	956-326-3174	KCB 107B	tyson.jex@tamiu.edu
Faculty Athletic Representative	Dr. Randel Brown	956-326-2679	KL 435 B	brown@tamiu.edu
Faculty Athletic Representative	Lorraine Dinkel	956-326-2579	CH 118 B	lorraine.dinkel@tamiu.edu
Strength and Conditioning Coach	Aaron Garza	956-326-2908	Weightroom	aaron.garza1@tamiu.edu
Head Men's Basketball Coach	Bryan Weakley	956-326-2903	KCB 107 C	bryan.weakley@tamiu.edu
Head Women's Basketball Coach	Jeff Caha	956-326-2904	KCB 107F	jeff.caha@tamiu.edu
Head Women's & Men's Cross Country Coach	Benny Rodriguez	956-326-3000	KCB 107	brodriguez@tamiu.edu
Head Women's & Men's Golf Coach	Rudy Gonzalez	956-326-3173	KWRD 218	rodolfo.gonzalez1@tamiu.edu
Head Baseball Coach	Ryan Flynn	956-326-3004	KCB 114	ryan.flynn@tamiu.edu
Head Men's Soccer Coach/Director of Soccer Operations	Claudio E. Arias	956-326-2893	KCB 114	carias@tamiu.edu
Head Women's Soccer Coach	Felipe Arias	956-326-2901	KCB 114	felipe.arias@tamiu.edu
Head Softball Coach	Scott Libby	956-326-3001	KWRC 219	scott.libby@tamiu.edu
Head Volleyball Coach	Susan Jangada	956-326-2894	KCB 107 J	susan.jangada@tamiu.edu
Athletic Trainer	Ernst Feisner	956-326-2905	KCB 114	efeisner@tamiu.edu

Athletics Academic Coordinator	Diana Blackwell	956-326-2992	USC 222 D	diana.blackwell@tamiu.edu
Director of Athletic Compliance	Henry Miller	956-326-2732	KCB 107 A	henry.miller@tamiu.edu
Associate Director of Athletic Compliance	James Bonnette	956-326-2731	KCB 107J	james.bonnette@tamiu.edu
Director of Equal Opportunity and Diversity/Title IX Coordinator	Lauren A. Jones, J.D.	956-326-2857	KL 159 B	TitleIX@tamiu.edu
Director, Student Conduct and Community Engagement	Mayra Hernandez,	956-326-2288	STC 226D	mghernandez@tamiu.edu
Coordinator of Compliance – Registrar’s Office	Mirian Granados	956-326-2252	KL 4158 L	mirian.granados@tamiu.edu
Coordinator of Compliance – Financial Aid	Veronica Garcia	956-326-2164	KL 214J	roni@tamiu.edu

Organizational Chart

Texas A&M International University Department of Athletics Organizational Chart



ATHLETICS GOVERNING ORGANIZATIONS

NCAA

In the conduct of intercollegiate athletics, the University Administration subscribes to the athletic policies of the National Collegiate Athletic Association (NCAA). If you have any questions regarding NCAA, or its rules, please ask the Director of Athletics or Associate Director of Compliance.

Heartland Conference

TAMIU is a member of the Heartland Conference (HC) which includes.

Institution	Location
University of Arkansas Fort Smith	Fort Smith, Arkansas 707 miles
Dallas Baptist University	Dallas, Texas 428 miles
Newman University	Wichita, Kansas 780 miles
Oklahoma Christian University	Edmond, Oklahoma 631 miles
St Edward's University	Austin, Texas 231 miles
St. Mary's University	San Antonio, Texas 159 miles
Texas A&M International University	Laredo, Texas
Lubbock Christian University	Lubbock, Texas 507 miles
Rogers State University	Claremore, Oklahoma 714 miles

GENERAL POLICIES AND PROCEDURES FOR STUDENT-ATHLETES

Code of Ethics

The purpose of intercollegiate athletics is to provide an opportunity for each student-athlete to develop his or her potential as a skilled performer in a highly competitive yet, educational setting. Just as education seeks to provide ways in which student athletes may know themselves, and grow emotionally, socially, and intellectually, so does the intercollegiate athletics program. In addition, the student-athlete has the opportunity to receive the finest coaching, to travel, to represent his/her school, and to learn the art of being a team member. All this gain is not without sacrifice, for student athletes may lose some individual rights and privileges as they accept the policies of the program when they become members of a team. Furthermore, it is our belief that being a student-athlete and representing the institution in a public manner is a privilege and requires responsibility above and beyond the normal institutional standards.

TAMIU student-athletes are expected to:

- Dress appropriately at all times, because you represent your sport and the University. Conduct yourself in a first-class manner. Consideration of others should be one of your prime concerns.
- Attend all classes and be on time! Plan your time well; prepare your assignments throughout the semester and not at the last minute. Your first responsibility at TAMIU is your classes; your second priority is your sport. You are responsible for all class work that you miss when your team travels out of town.
- Willfully abide by the spirit of the rules as well as the letter of the rules of the NCAA and the HC throughout all games and practices.
- Refrain from the use of all tobacco products, alcohol and illegal drugs. Use of such substances will negatively affect your athletic performance. Partaking of drugs to enhance performance or modify mood or behavior at any time, unless prescribed by a physician for medical reasons and supervised by the head athletic trainer, is strictly forbidden.

- Respect and accept the decisions of the coach.
- Take time to read and understand the mission of Texas A&M International University, and its philosophy, goals, standards of conduct and disciplinary procedures, as they are outlined in the student handbook and the TAMIU Catalog. The Student Handbook has a far more comprehensive list of rules and regulations.
- Be grateful for the opportunities afforded by participation to those who make these opportunities.
- Maintain a disciplined and consistent schedule regarding your sleep habits, study time, diet, and personal grooming habits.
- Work with the Office of Financial Aid to utilize every resource available to help you with educational expenses. Be aware of deadlines for financial aid forms.
- Lend a "helping hand" in campus-sponsored events.
- Keep personal disagreements away from practices and contests.
- Respect differing points of view.
- Contribute to the effort to make each practice a success. Exert maximum effort in all games and practices.
- Give primary responsibility and loyalty to the team and not to yourself.
- Control your emotions during athletics competition. Do not argue with officials, teammates, or members of the opposing team. Do not use profanity; it reflects badly on you, your upbringing, your sport and the institution.
- Treat all athletic equipment and facilities with respect. Our facilities are very good and getting better. Be proud of them, and help keep them in top shape.
- Maintain a positive attitude, which is essential for success on and off the field. Strive for the highest degree of excellence, learn daily, and give your best at all times. Work hard to improve your physical and psychological condition.

Additionally, Student-athletes are expected to abide by the following principles:

Principle of Rules Compliance

NCAA Bylaw 2.8.1 Responsibility of Institution

Each institution shall comply with all applicable rules and regulations of the Association in the conduct of its intercollegiate athletics programs. It shall monitor its programs to assure compliance and to identify and report to the Association instances in which compliance has not been achieved. In any such instance, the institution shall cooperate fully with the Association and shall take appropriate corrective actions. Members of an institution's staff, student-athletes, and other individuals and groups representing the institution's athletics interests shall comply with the applicable Association rules, and the member institution shall be responsible for such compliance.

Principle of Amateurism

NCAA Bylaw 2.9

Student-athletes shall be amateurs in an intercollegiate sport, and their participation should be motivated primarily by education and by the physical, mental and social benefits to be derived. Student participation in intercollegiate athletics is an avocation, and student-athletes should be protected from exploitation by professional and commercial enterprise.

Principle of Sportsmanship and Ethical Conduct

NCAA Bylaw 2.4

For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program. It is the responsibility of each institution to: *(Revised: 1/9/96)*

- Establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution; and *(Adopted: 1/9/96)*

- Educate, on a continuing basis, all constituencies about the policies in Constitution 2.4-(a).

Coach's Jurisdiction/Team Rules

The coach is responsible for the total conduct of his or her sport program.

All policies established by the coach are in the best interest of the student-athlete and shall be enforced without prejudice. All training rules and rules of curfew or conduct established by the coach shall be given to each team member prior to the beginning of the season or at the time they are established.

All policies related to weight loss or diet shall be cleared with the head athletic trainer prior to being established. Under no circumstances may fluids be denied to athletes during training periods.

Intramural Participation

Intramural participation is not allowed unless specific approval is given by the coach. If participation is allowed, members of intercollegiate athletics teams are not permitted to participate in intramural competition in the same sport, e.g., an intercollegiate tennis player may not enter intramural tennis competition.

Gate Pass List

Staff and team members, as designated by the current season roster, will be allowed 4 entries per home contest. Athletes wishing to place friends or family members on a pass list for home contests must submit the names to the coach the day "before" the contest. List of names must be submitted by Coach to the Associate Director of Facilities and Game Management by 3pm the day before the contest. The Heartland Conference does not honor pass lists at away contests. Friends and family members should be prepared to pay upon arrival at away contests.

Travel

Schedules for all sports are very competitive and designed to provide you with the finest athletic experiences possible. Your coach assumes he/she is preparing you for championship play and wants to be sure you have many opportunities to test yourself against the best we are able to schedule prior

to postseason play. For away competition, all student-athletes are required to leave from campus and return to campus with the team. Special travel arrangements may be made in consultation with your coach under extenuating circumstances such as (1) inability to leave at the scheduled departure time because of a required class meeting or examination, (2) parents coming to an away event and wishing to have you accompany them for a weekend at home, etc. In these cases, arrangements must be made in advance, and the appropriate form submitted for approval. Whenever you travel with a team, you must always remember that you are representing the university and that your actions and behavior reflect upon TAMIU.

Uniforms and Equipment

You are provided with the best equipment and uniforms we can afford for your sport. Each student-athlete is expected to care for equipment and uniforms that are issued and to be sure that they are in the inventory before leaving for summer vacation. Replacement for lost or unduly damaged articles is the athlete's responsibility. If dismissed from the team, student-athlete is expected to return equipment and uniforms issued to him/her.

Player Information Release Policies

A signed confidentiality statement must be on file which allows the student-athlete to authorize or deny permission to publicize information about him/her. A personal data form for each student-athlete must also be on file in the athletics office and in the office of the Associate Director for Compliance.

Additionally, the NCAA has required consent forms for drug testing and Buckley Amendment. No Student-Athlete is allowed to participate in any athletic-related activity until these forms have been completed and are on file with the Associate Director of Compliance.

Media Relations Policies

TAMIU Athletics has the benefit of extensive media coverage. We must use this factor to our advantage and not our hindrance. When speaking with media members, student-athletes should always present themselves in a dignified manner. Student-athletes should respond truthfully to questions without making negative comments that will have an adverse effect on the team or the University. NEVER blame a loss on officiating or make a negative

comment about an opponent. Most opportunities for media interviews will be coordinated through the Sports Information Office. During any interaction with the print or electronic media, the student-athlete is representing Texas A&M International University and projecting an image of the athletic program. The following guidelines will assist student-athletes when dealing with the press:

- Always be well groomed and appropriately dressed.
- Always be courteous and positive.
- Always refer any difficult or controversial questions to the head coach or the Sports Information Director.
- Always take time to thank the media person for their time and attention.
- Plan ahead for “branding” points and be ready to be quoted.

Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student’s physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student’s status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant or parenting status, please contact the TAMIU Title IX Coordinator contact person listed on the staff directory above and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600).

The University advises a pregnant or parenting student to notify his or her professor once he or she is aware that accommodations for such will be necessary. It is first recommended that the student and professor attempt to work out the reasonable accommodations with each other. The Office of Student Conduct and Community Engagement, which can be found on the staff directory above, can assist the student and professor in working out the reasonable accommodations. In the event that a student will need a leave of

absence for a substantial period of time from the University, the University urges the student to consider a Leave of Absence as outlined in the Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (<http://www.tamtu.edu/scce/studenthandbook.shtml>).

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in admissions, educational programs, or employment. TAMIU does not tolerate illegal discrimination, sexual harassment, and related retaliation.

Under Title IX of the Educational Amendments of 1972, sex discrimination includes all acts of sexual misconduct including sexual harassment, sexual assault, domestic violence, dating violence, stalking, and sexual exploitation; definitions for these terms can be found in the Student Handbook. For further information concerning the TAMIU Title IX procedures, please visit: Appendix G of the Student handbook and <http://www.tamtu.edu/compliance/titleixcompliance.shtml>.

If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, contact person listed on the staff directory above and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810 (214)661-9600.

Grievances

Your first step with any concerns, suggestions, complaints or compliments should always be with your coach. This allows the coaching staff to work any situation to the greatest benefit of the team and you. The coaching staff at TAMIU is genuinely interested with your well-being and concerns.

After taking the first step, if your concern has not been resolved, then you should schedule an appointment with the Director of Athletics.

Any academic or financial aid grievances must follow the policies and procedures found in the University Student Handbook.

SUBSTANCE ABUSE PHILOSOPHY

The TAMIU Department of Athletics acknowledges the pressures placed on student-athletes to excel both on the court and in the classroom. Our student-athletes are highly visible representatives of TAMIU. As a result, their conduct is important not only to themselves, but to TAMIU as a whole.

One of the major problems encountered by student-athletes as a result of the pressures of competition, classwork, and high visibility is the abuse of alcohol and the use of non-therapeutic drugs, banned substances, and tobacco. The Department of Athletics at TAMIU, coaches, administrators, and athletic trainers are committed to providing a safe, healthy environment for our student-athletes.

In light of health, safety, and social concerns, the Department of Athletics has instituted a departmental substance abuse policy. While problems with alcohol, tobacco, and drug use are not confined to student-athletes, they are of special concern due to the status of student-athletes as representatives of TAMIU. Student-athletes are subject to TAMIU drug-testing if they are on the institutional squad list maintained by TAMIU Athletic Compliance (this includes red shirts and partial qualifiers).

The use of dietary supplements is prevalent in athletics. Some athletes are using supplements for a competitive edge, some to gain/lose weight, some to make up for dietary lacks. Many athletes misuse supplements and may endanger their health or eligibility by doing so. Many supplements contain substances which are dangerous and may be banned by sports governing bodies. Some supplements may be beneficial for the student-athlete. The student-athlete is responsible for anything they ingest.

The use of non-therapeutic drugs will not be tolerated. The TAMIU Department of Athletics, as well as the NCAA, will conduct drug tests of student-athletes throughout the year. Prior to beginning practice, a student-athlete must sign a Drug Testing Consent Form. The student-athlete will be given no more than 24 hours' notice for the drug test. TAMIU testing will be conducted by Drug Free Sport. NCAA testing will be conducted by representatives of the NCAA in cooperation with the TAMIU Drug-Testing

Site Coordinator. While the TAMIU policy is similar to the NCAA policy, TAMIU's policy and testing program are separate and distinct from the NCAA Drug-Testing Program.

The list of substances banned by this policy may include but is not limited to the NCAA list of Banned substances. Information on banned substances can be found at www.NCAA.org/drugtesting. Information on medications and supplements can be found at www.drugfreesport.com/rec. The password for drugfreesport for NCAA division II is: ncaa2.

Unannounced Random Testing

All student-athletes who have signed the institutional drug-testing consent form and are listed on the institutional squad list and those who have exhausted eligibility but are still involved with TAMIU Athletics in some capacity are subject to unannounced random testing at any time. The Director of Athletics or his/her designee will select student-athletes from the institutional squad lists by using a computerized random number program.

Reasonable Suspicion Screening

A student-athlete or team may be subject to testing at any time when the Director of Athletics or his/her designee determines there is individualized reasonable suspicion to believe the participant is using a prohibited drug. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or by an Associate/Assistant Athletic Director, Head Coach, Assistant Coach, Head Athletic Trainer, Assistant Athletic Trainer, or Team Physician, and deemed reliable by the Director of Athletics or his/her designee. Reasonable suspicion may include, without limitation, 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or 3) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student-athlete's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. If suspected, the Director of Athletics or his/her designee will notify the student-athlete and

the student-athlete must stay with a member of the coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is produced. Note: the possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive urinalysis.

Post-season/Championship screening

Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he/she will not be allowed to compete at the post-season event and will be subject to the sanctions herein.

Re-Entry testing

A student-athlete who has had his/her eligibility to participate in intercollegiate sports suspended as a result of a drug and/or alcohol violation may be required to under-go re-entry testing prior to regaining eligibility. The Director of Athletics or his/her designee shall arrange for re-entry testing after the counselor or specialist involved in the student-athlete's case indicates that re-entry into the intercollegiate sports program is appropriate.

Follow-up testing

A student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency to be determined by the Director of Athletics or his/her designee in consultation with the counselor or specialist involved in the student-athlete's case.

Pre-season screening

Student-athletes are subject to pre-season drug testing and may be notified of such by the Director of Athletics or his/her designee at any time prior to their first competition.

Sanctions

A positive drug test for non-street drugs will render the student-athlete ineligible to participate for 365 days from the date of the positive test and be charged a minimum of one season of competition in all sports. A positive test for street drugs will render the student-athlete ineligible for 50% of their competitive season. The student-athlete shall remain ineligible until he /she test negative in a test given by a TAMIU designated tester and his/her eligibility is restored by the Institution in conjunction with the Director of Athletics, Head Coach, and Athletic Compliance staff. The penalty for missing a scheduled drug test is the same as for a positive drug test. A student-athlete who tries to provide an adulterated sample (masking agents, another person's urine, etc.) will be charged with a loss of eligibility for 2 years. As per NCAA regulations, a student who has been registered ineligible due to a positive drug test will remain that ineligible if he/she transfers to another institution.

A TAMIU student-athlete convicted of charges involving drugs or alcohol (minor in possession, DUI, etc) will be subject to the same penalty as for a positive drug test. The use of alcohol and tobacco are discouraged on a year round basis, and will not be tolerated during the student-athlete's competitive season.

The Director of Athletics has final authority to change/alter final sanctions.

Appeal Process

Student-athletes who test positive for a banned substance by the laboratory retained by the Institution may, within 72 hours following receipt of notice of the laboratory finding, contest the finding. Upon the student-athlete's request for additional testing of the sample, the Director of Athletics/designee will formally request the laboratory retained by Texas A&M International University to perform testing on specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative.

This policy is not to be construed as a contract between the institution and the student-athletes at Texas A&M International University. However, signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions contained in this

policy.

Texas A&M International University may amend this policy at any time.

INSURANCE/PHYSICAL EXAM/TRAINING/NUTRITION

Insurance Coverage

TAMIU provides secondary insurance coverage only for injuries sustained while participating in intercollegiate athletics. This means that you or your parents' insurance coverage is utilized first, and then TAMIU can assist with its policy to provide additional complete coverage. If your insurer is an HMO or PPO, some special provisions may apply. Be sure to have your parents keep copies of all bills received and Explanation of Benefits from your insurance company. You will fill out an information form prior to starting practice. Be sure that it has been completed and returned to the university before school starts. You may not practice or compete until the form is filed with us. There is a \$12,500 deductible per athlete. You must not have coverage for athletic injuries up to at least \$12,500. If you have any questions about insurance coverage for your participation in intercollegiate athletics, contact the head athletic trainer for more information. You will not be allowed to practice or play before providing your own insurance policy to the athletic trainer.

NOTE: Submit all medical bills from Athletic injuries so they can be applied toward the deductible.

Should an injury or sickness occur, the following steps should be taken:

1. Secure the necessary medical treatment.
2. Obtain itemized bills from the physician and/or hospital.
3. Complete a claim form.
4. Mail the completed claim form and medical bills to your insurance company.
5. Bring benefits statements, bill, etc. not covered by primary insurance to Athletic trainer to be filed with secondary company.

Pre-Participation Physical Exam

All student-athletes at TAMIU must obtain an annual physical examination from TAMIU team physician prior to participation in intercollegiate athletics. The exam form must be completed and on file in the athletics office prior to ANY physical participation.

Training Room

The training room is located in the Kinesiology and Convocation Building #110 and is provided as a service to all student-athletes for the prevention and care of injuries sustained while participating as a member of any TAMIU intercollegiate athletics team.

- All injuries must be reported to your coach and to the Athletics Trainer.
- It is recommended that any medical treatment sought for an athletics injury be reported to the head athletics trainer as soon as possible after the injury is sustained.
- The training room hours vary according to the season. Hours will be posted on the training room door.
- For training room treatment, report to the training room at least one hour before practice time. Remove shoe before entering the training room area.
- The training room is coed, so appropriate attire is required.
- If you have any rehabilitation appointments, either in the training room, or any outside physical therapy facility, it is your responsibility to keep those appointments.
- Should you sustain an injury, your full cooperation and a positive attitude toward treatment and rehabilitation will help you recover for full participation and will be appreciated by the athletics training staff.

Nutrition Advice

Controlling your weight away from home may be a very difficult task. Most first-year college students put on weight during the first few months they are here. The problem seems to be that many students choose to eat more foods high in fats and sugar than protein, vegetables and complex carbohydrates. Start out right away watching what and how much you eat. Try to limit "junk food" intake--particularly

during late night hours. Eat three sensible meals and avoid between meals snacking.

If you wish to diet in order to gain or lose weight, consult with the head athletics trainer. We are concerned about you and any diet should be approved prior to its undertaking. Improper diet is the quickest way for you to become run down, susceptible to illness and injury, and be unable to train or to contribute your full potential. It is a violation of NCAA & TAMIU Department of Athletics rules to use any performance enhancing supplements or weight control supplements. Exceptions to this rule must be approved, in writing, by the TAMIU team doctor.

FINANCIAL AID

One-Year Limit

The NCAA rules do not permit an institution to award an athletic scholarship for a period longer than one academic year. This scholarship may be renewed (or not renewed) at the end of the year for the next academic year. There is no guaranteed four-year scholarship in NCAA athletics.

Renewals and Non-renewals of Athletics Aid

If you are receiving a scholarship, the NCAA rules require that you be notified by July 1 of each year whether the athletic scholarship will be renewed. The official notification will come from the financial aid office and not from the athletics department. If the university decides not to renew your athletics scholarship for the upcoming year, you will be provided a hearing opportunity (on request) from a group outside of the athletics department.

Reduction or Cancellation during Period of Award

During the period of your financial aid award (e.g., the term, the year), your athletics scholarship may be reduced or canceled if you:

- Become ineligible for intercollegiate competition;
- Fraudulently misrepresent any information on an application, letter of intent or financial aid agreement;

- Engage in serious misconduct warranting substantial disciplinary penalty; or voluntarily withdraw from your sport at any time for personal reasons.

PLAYING & PRACTICE SESSIONS

During the academic year, coaches are limited in the number of hours that they can require a student-athlete to participate in mandatory athletically related activities.

Championship Playing Season

A student-athlete's participation in countable athletically related activities is limited to a maximum of twenty hours per week and four hours per day. Coaches are also mandated to give every student-athlete one day per week that is free from any countable athletically-related activities. This one day off, however, could be a travel day on which a team is traveling to or from a competition. Daily and weekly hour limitations do not apply to countable athletically related activities during official university vacation periods while a sport is in its designated playing & practice season.

Countable athletically related activities include, but are not limited to, the following:

- Practice
- Competition
- Required conditioning/weight training
- Skill-related instructional activities
- Required individual workouts
- Athletically-related meetings initiated by a member of the coaching staff
- Required film sessions
- "Captain's practices"
- Visiting the competition site (Golf & Cross Country only)

Non-countable athletically related activities include the following:

- Voluntary individual workouts (not required or supervised by a coaching staff member)
- Training table or competition-related meals
- Physical rehabilitation
- Medical exams or treatments

- Dressing, showering, or taping
- Study hall or required tutoring sessions
- Meetings with coaches regarding non-athletic matters
- Travel to and from practice or competition
- Recruiting activities (serving as a student-host, etc.)
- Public relations activities (media interviews, etc.)
- Visiting the competition site (all sports except Golf and Cross Country)

Non-Championship Playing Season

In all sports that have a non-championship segment all countable athletically related activities are prohibited during two calendar days per week. In all sports that have a non-championship segment other than golf limit a student-athlete's participation in countable athletically related activity to a maximum of four hours per day and 15 hours per week during a 45-consecutive calendar day period, omitting vacation and examination days officially announced or on days that the institution is closed due to inclement weather, as long as no practice or competition occurs on such days.

In golf, to limit a student-athlete's participation in countable athletically related activity to a maximum of four hours per day and 20 hours per week during a 60-consecutive calendar day period, omitting vacation and examination days officially announced or on days that the institution is closed due to inclement weather, as long as no practice or competition occurs on such days.

Weekly Hour Limitations Outside of Playing Season

Outside the designated playing and practice season and during the academic year, a student-athlete's participation in countable athletically-related activities shall not exceed eight hours per week and no more than two of these hours may be devoted to skill instruction and/or team activities. Coaches are mandated to give each student-athlete two days off per week during this portion of the academic year

Voluntary hours

Any athletically related activity in which a student-athlete participates that occurs outside of the in-season practice period or the out-of-season practice segment can only be done voluntarily. Per NCAA regulations, in order for any athletically related activity to be considered voluntary, all of the following conditions must be met:

- The student-athlete cannot be required to report information back to any coach or staff member (manager, etc.) pertaining to any workout that is done in a voluntary capacity.
- The activity must be initiated and requested solely by the student-athlete. A coach or any other staff member may not require a student-athlete to participate in a given workout or activity.
- The student-athlete's attendance and participation (or lack thereof) may not be reported back to the coaching staff or recorded for attendance purposes.
- A coaching staff member may not observe a student-athlete's voluntary workout or participation in voluntary activities.
- A strength & conditioning staff member may be present during a student-athlete's voluntary workout, provided s/he is only present to monitor the facility for health and safety concerns.
- A strength & conditioning coach can, however, provide a student-athlete with a suggested or recommended workout, but cannot conduct or instruct the workout.
- The student-athlete cannot be subject to a penalty if s/he elects not to participate (or partially participate) in a given workout or activity that is considered voluntary by NCAA legislation.

Conditioning Activities

Conditioning drills that may simulate game activities are permissible, provided no offensive or defensive alignments are set up and no equipment related to the sport is used.

COMMUNITY SERVICE

As a dimension of the Community Service/Community Engagement Initiative associated with NCAA Division II, we strive to develop positive societal attitudes through contributions to community. Therefore, TAMIU athletes are required to engage in community service and our coaches will assist you in scheduling community engagement activities both individually and as a team.

Forms are available in the Compliance Office to assist you in obtaining approval for community service. These forms (one for individual and one for

team) are to be completed before you participate in community service and should be signed by your on-site supervisor at the community service activity.

Documentation of community service efforts is a two-step process:

1. Head coach must submit Community Service Pre-Approval form to Compliance Office for verification and approval.
2. Student Athletes must create a Helper Helper account (link will be provided) and check in to event on Helper Helper app with a code that will be provided at the event.

FACULTY ATHLETIC REPRESENTATIVES

The two Faculty Athletic Representatives (FAR) are appointed by the President of the University, and can be found on the staff directory above. They represent the Department of Athletics to the faculty as the Chairmen of the Athletic Council and serve as the institutional representatives to the NCAA. They are both faculty members and are highly respected by their peers. Their main concern is student-athlete welfare and you are encouraged to contact them about any student-athlete welfare issue. Always remember to consult your coach first and make him/her aware of any concerns you have.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The Department of Athletics operates in a manner designed to protect and enhance the physical and educational welfare of student-athletes, as well as, to expand the opportunities available for the participation whether they be athletic or any other extracurricular activities. SAAC has been organized to facilitate communication and involvement between student-athletes and administrators and to better integrate student-athletes into the general student body. The committee meets every month to address specific concerns raised by student-athletes, to examine the academic services available and to explore various means of enhancing student-athlete welfare.

Specific qualifications for membership include: recommendation by coach,

be identified as a leader on the team and have no disciplinary issues. The student-athlete must be a person of high character and moral value, exemplifying concern and compassion towards others and be motivated, dedicated, and diligent in their work on and off the playing field. Each team's coach nominates the members of this Student-Athlete Advisory Committee. There will be 2 – 3 student-athletes representing each sport and they will serve a one-year term and will be eligible for re-nomination in the fall.

ACADEMIC AFFAIRS

Eligibility

Because TAMU is a member of the NCAA, we are bound by their eligibility standards. These rules exist for the common good of all participants. Failure in meeting those standards, but still participating in your sport will cause you, your team, and the institution serious consequences.

You are the person most responsible for your own eligibility status. However, your Coach, Director of Athletics, Associate Director of Compliance or Faculty Athletic Representative can and will help you understand and comply with NCAA requirements.

Academic Advising

In order to represent TAMU in competitions, a TAMU Student Athlete must maintain academic progress towards a baccalaureate or master's degree. To ensure that you meet degree requirements, the Athletic Academic Coordinator is available to provide academic advising. It is required that you visit with the Athletic Academic Coordinator prior to registration each semester to discuss a possible class schedule, and review your academic progress. Although you may visit a Department Advisor or Faculty Advisor for academic advising in your specific field of study, the Athletic Academic Coordinator is available to also act as a resource. The Athletic Academic Coordinator will help you understand academic policies and procedures while enhancing communication between you, your faculty, coach and staff.

A student-athlete MUST REGISTER AND PASS MINIMUM OF 15 Hours each semester.

IMPORTANT: As a TAMIU Student-Athlete, you may NOT add/ drop a class at any time during a semester without approval of the following, in this order, as outlined on the add/drop form:

- 1. Athletic Academic Coordinator***
- 2. Coach***
- 3. Compliance Coordinator***
- 4. Financial Aid Coordinator of Compliance and***
- 5. Associate Registrar***

Scheduling of Classes

Class schedules are determined through conferring with the Athletic Academic Coordinator, Department Advisor or assigned Faculty Advisor, which is usually within your major area of study.

Guidelines to Good Grades

In the final analysis, you will make your own grade. Although various aids may enhance your learning possibilities, hard work and your own aggressive perseverance will be the determiners of that grade.

1. Attend class- Your professors have the right to set attendance policy in their classes. If you do not have a legitimate reason to miss class, then be there on time. Your professors know who you are because athletes are high visibility people.
2. It is your responsibility to inform your professor at the beginning of your sport season and again at least one week prior to absence due to away game travel.
3. Concentrate in class and take good notes.
4. Review your notes after class and add any information you might have rushed over during class time. Put your notes in good readable form. Their value to you is for use later in organizing the material and structure of the course in preparation for tests and exams.
5. Keep up in work assigned. Work ahead if possible.
6. Note problems early, e.g., lack of understanding of the teacher (communication), lack of note taking ability, lack of understanding of material, or concepts in the course, lack of time in preparation, etc.

7. Don't put problems off. Immediately inform your coach of any issues or problems.
8. Use all the tools and resources available to you such as the professor, librarians, study guides, recorders, tutors, classmates, friends, etc. TAMIU's tutoring services are first class, take advantage of them (956-326-2134).

Cheating & Plagiarism

Students are expected to maintain high ethical standards in their academic work.

Students who are caught claiming credit for work that they did not do – whether the dishonesty consists of cheating on exams, intentionally plagiarizing papers, web pages or course projects, or other forms of academic misrepresentation and dishonesty – can expect to receive failing grades in the course in question. Faculty members are required to report such serious breaches of academic honesty to their Chair, Dean, Provost, Vice President of Academic Affairs, and Executive Director of Student Life.

In addition to grade penalties, students guilty of academic dishonesty may be placed on probation, temporarily suspended, or permanently expelled from the university by the Provost and Vice President of Academic Affairs, as specified in the Student Handbook.