

**CHRISTIAN BROTHERS UNIVERSITY**

# **Buccaneers**

Department of Athletics

**Student-Athlete Handbook**

**2005-2006**

## Christian Brothers University Athletic Department

### University Mission Statement

Christian Brothers University is a Catholic institution of higher education in the tradition of the Christian Brothers. It is a private, comprehensive university which emphasizes excellence in teaching and individualized attention to the whole person in a values oriented, inter-faith educational community. The University prepares students for professional careers and advanced study in the arts and sciences, engineering, and business, and for lives of moral responsibility and constructive community involvement.

### Athletic Department Mission Statement

It is the goal of the CBU Athletic Department to develop and maintain an athletic program that graduates student athletes who strive for excellence in the classroom and on the field. In reaching this goal there is the hope of creating interest among the CBU population and the community which will aid in the enrollment management efforts of the university and fund raising for athletic scholarships.

### Institutional Code of Conduct

The scholarly studies in an institution of higher learning are best achieved when students strive to meet the challenges provided by the institution with maturity and honesty. This is especially applicable at Christian Brothers University which stresses the maxim, "Virtue and Knowledge." It is expected that all students conduct themselves in such a way as to model the mission of the institution. This conduct is required in the classroom, all parts of the campus, and all locales where students are identified as students of Christian Brothers University.

2005-2006 CHRISTIAN BROTHERS UNIVERSITY  
General Athletics Phone: 901-321-3370

Founded: 1871  
Enrollment: 2000

Nickname: Buccaneers  
Colors: Scarlet & Gray

TITLE	NAME	BLDG	PHONE
Interim President:	Mr. H. Lance Forsdick, Sr.	BH - 111	321-3250
President:	Bro. Vincent Malham, F.S.C.	BH - 111	321-3250
Registrar:	Barbara A. Havey, M.S.	BH - 40	321-3889
Financial Aid Dir.:	James Shannon	BH - 21	321-3305
FAR:	Dr. Michael Condren	S302E	321-3435
AD:	Joe Nadicksbernd	Gym Cove - # 13	321-3373
SWA:	Donna Crone	Gym Cove - # 8	321-3478
Adm. Asst:	Susan Fuller	Gym Cove - # 13	321-3370
Sports Information:	Justin Maskus	Gym Cove - # 11	321-3378
Athletic Trainer:	Scott Lambert	Rear Gym - # 15	321-3263
Compliance Officer:	Donna Crone	Gym Cove - # 8	321-3373

### MEN'S COACHES

Cross Country:	Bill Hoffman	Gym Cove - # 10	321-4497
Basketball:	Mike Nienaber	Balcony - # 1	321-3372
GA - Basketball:	Jake Bazeley	Balcony # 1	321-3372
Baseball:	Phil Goodwin	Gym Cove - # 7	321-3375
Asst. - Baseball	Tom Densford	Gym Cove - # 7	321-3375
Golf:	Anna Massa	Gym Cove - # 10	386-7885
Soccer:	Clint Browne	Battersby - # 5	321-3377
GA – Soccer	Alan Whittington	Battersby # 5	321-3377
Tennis:	Dale Jerden	Gym Cove - # 10	321-4496

### WOMEN'S COACHES

Cross Country:	Bill Hoffman	Gym Cove - # 10	321-4497
Volleyball:	In-Sik Hwang	Gym Cove - # 12	321-3371
GA - Volleyball	Breanne Boyd	Gym Cove - # 12	321-3371
Basketball:	Scott Groninger	Balcony - # 2	321-4116
GA - Basketball:	Jordanna Soso	Balcony - # 2	321-4116
Golf	Anna Massa	Gym Cove - # 10	386-7885
Soccer:	Kieron Heblich	Battersby - # 6	321-3361
GA – Soccer	Emma Wright	Battersby # 6	321-3361
Softball:	Donna Crone	Gym Cove - # 8	321-3478
GA - Softball:	Megan Pilkington	Gym Cove - # 8	321-3478
Tennis:	Dale Jerden	Gym Cove - # 10	321-4496

## **What is expected of the Student-Athlete**

The first priority of the student-athlete should be to successfully complete an undergraduate degree at this institution. Intercollegiate athletics is intended to enhance the accomplishment of this goal by providing opportunities for personal growth and development outside of the classroom.

Accordingly, your coach will work closely with you, your professors, and the Athletic Director to monitor your progress within your chosen field of study. This includes a periodic review of the student-athletes grades as well as an ongoing effort to keep absences from classes, athletically related or otherwise, to an absolute minimum. Withdrawals from individual classes are discouraged and must be approved by the Head Coach.

Please understand that class attendance is the #1 ingredient for success in the classroom. Individual coaches and the athletics department will demand class attendance throughout the season. It is critical that athletes attend all classes to have individual professors supportive of the few classes that will be missed because of team travel.

CBU athletes also will participate in community service and select fund raising designated by sport or the department. To meet the championship level goals of our teams, fund raising will remain a prominent part of our future efforts.

## **Our NCAA Membership**

Christian Brothers University is a NCAA Division II school. The NCAA is divided into conferences. CBU competes in the Gulf South Conference of the NCAA, the largest conference in the USA with 17 participating members.

## **Student Athletic Advisory Committee (SAAC)**

This committee serves as student representatives for all Christian Brothers University intercollegiate student athletes. Each Student Athletic Advisor is selected by the Head Coach of each sport, with one representative serving per team. The Athletic Director and Senior Women's Administrator also serve as non-voting members. The purpose of the committee is to set and approve athletic policy, communicate athletic news to fellow team members and serve as a sounding board for the athletic administration. They also organize community service projects, organize a few select fund raising projects, and represent CBU athletes to the community, conference and NCAA. Appointments are for one full academic year.

## **Eligibility to Participate in Intercollegiate Athletics**

The NCAA and this institution have specific rules governing eligibility and participation in intercollegiate athletics. CBU's Compliance Officer works with the NCAA to determine and oversee student-athlete eligibility. The Athletic Director, in cooperation with the Registrar, will oversee your institutional eligibility.

## **Faculty Athletic Representative (FAR)**

The FAR for 2005-2006 is Dr. Michael Condren, a chemistry professor at CBU. Dr. Condren is extremely supportive of the concept of excellence in the classroom and on the athletic field. Dr. Condren oversees the standards and procedures of the athletic department concerning academic progress and support of our student athletes.

## **Senior Women's Administrator (SWA)**

The SWA for the 2005-2006 season is Donna Crone. The role of the SWA is to support equity and fairness for women athletes as well as provide administrative representation for the CBU women athletes. The SWA can be contacted by any CBU woman student athlete. Donna is a former CBU athlete, currently coaches the CBU Softball team and is the Compliance Officer for the Athletic Department.

## **Financial Aid**

There are many different types of financial aid available to students and student-athletes. This aid is awarded to students based on the criteria set for obtaining that award. For example, federal financial aid such as Pell grants are awarded using income criteria. Institutional aid can be awarded based on an incoming student's high school GPA, ACT/SAT scores, financial situation, etc. These types of aid are available to all students.

## **Athletic Grant-in-Aid**

Another type of aid, the athletic grant-in-aid, is only available to student-athletes. The grant-in-aid award is based on the availability of scholarship funds, and athletic ability. The amount of the grant-in-aid may not exceed the amount equal to tuition and fees, room and board, and required course related books. The grant-in-aid is awarded for a period of one year. It is at the discretion of your coach and the Athletic Director to renew the grant-in-aid each year.

## **NCAA Clearinghouse**

Student athletes enrolling in college for the first time must be cleared by the NCAA Clearinghouse in order to be eligible to play. This process should be complete by the time the student graduates from high school. Once initial eligibility has been determined, student-athletes are required to sign a statement reporting eligibility information every academic year thereafter. These forms are used to reevaluate eligibility prior to participation each year.

## **Academics**

As a freshman, you will be permitted to practice and compete intercollegiately if you qualify according to the Clearinghouse. NCAA bylaw 14.3 states that the athlete must be accepted for "regular student" admission and be enrolled as a full time student. Upperclassmen must maintain a GPA that keeps them in "good standing" with the University, and meets satisfactory progress. Upper classmen must maintain required GPA's and maintain satisfactory progress towards a degree, as established by the NCAA. That requirement is the student-athlete must pass an average of 24 credit hours in the two semesters before the semester of competition.

## **Transfer**

Transfer student eligibility is a complex matter which requires individual determination based on the specifics of each case. The Athletic Director, Compliance Officer, and coach will coordinate to oversee the transfer process and ensure that all eligibility issues have been answered.

## **Years of Competition**

In NCAA Division II, you may compete for four academic years or eight full time semesters. This must be completed within ten semesters of full time enrollment. Summers semesters do not count toward the ten semesters. A student-athlete may be granted an additional year of participation if the athlete plays multiple sports or for reasons of "hardship" such as injury or illness

## **Maintaining my academic eligibility**

The following guidelines regarding academic eligibility are the minimum standards set by the NCAA. Check your CBU catalog or student handbook for exact University requirements.

- 1) The student-athlete's overall GPA at this institution must be at a minimum of 2.0. If it falls below a 2.0, regardless of NCAA eligibility, CBU Athletics, or the individual coach, may suspend the athlete from all athletic participation.

- 2) The student athlete must be registered as a full time student during any semester of competition. If the student-athlete becomes a part time student during the semester of competition (i.e. dropping classes) then he/she is no longer eligible to practice or and compete.
- 3) Student-athletes are required to designate a program of study (declare a major) leading toward a specific baccalaureate degree by the beginning of the fifth semester of enrollment.
- 4) A student-athlete may change his/her designated degree program and remain in compliance with the satisfactory progress requirements if (a) the change in programs appropriately documented by the institution, (b) the credits earned prior to the change are applicable to the degree previously sought, and (c) the credits earned from the time of the change are applicable toward the new major.
- 5) The student-athlete must satisfactorily complete 24 semester hours of courses toward a baccalaureate degree per calendar year to remain eligible to participate in intercollegiate athletics. This does not apply to first term freshmen. A maximum of six hours of summer course work may be applied toward the 24 hour requirement.

### **Athletic scholarship and academic probation**

Depending on the situation, a student-athlete on academic probation may be allowed to keep his/her scholarship for the subsequent semester with the approval of the Athletic Director and his/her coach. However, failure to improve grades may result in the termination of aid.

### **Work and athletic scholarship**

Earnings from a legitimate off-campus job in excess of a full grant-in-aid are exempt provided that neither athletic department staff members nor representatives of the institution's athletic interests are involved in arranging the employment. Earnings from employment arranged by a representative of the athletics interest may be exempted provided that the student-athlete attains the employment in the same manner as other members of the general public.

### **Practice schedule**

Each Coach sets his or her own practice times based on the availability of the team member's and facility availability.

### **Student-Athlete Health and Well-Being Guidelines**

It is essential for student-athletes to stay in good physical and mental condition in order to perform well academically and athletically. Each coach sets guidelines for their team regarding exercise and eating habits in order to help athletes attain peak performance. Student-athletes are encouraged to see the school nurse, counselor, or athletic trainer with any health concerns.

- 1) Student-athletes are prohibited from using alcohol or tobacco in any form while representing CBU
- 2) We recommend that all student athletes get eight hours of sleep each night, eat balanced meals at regular meals at regular hours, and take proper care of his/her physical or mental health.
- 3) Student-athletes must report all injuries, no matter how small, to their coach and trainer immediately.
- 4) Student-athletes are expected to adhere to any rehabilitation regimen set by the athletic trainer, and to abide by their medical decisions and recommendations. Scheduled rehabilitation and evaluation, either on campus or at a doctor's office, is considered more important than a team practice. Student athletes, who miss rehabilitation or are habitually late, jeopardize their place on the team and possibly the loss of their athletic scholarship.

## **Athletic Training Room**

The Athletic training room and Certified Athletic Trainer are available to student-athletes for the evaluation and treatment of athletically related injuries and ailments. It is the decision of the athletic trainer whether or not an athlete is medically "cleared" to play.

Athletic training room hours will vary depending on sports schedules. The Athletic training room will generally be open at least one hour before the first practice and home game and will remain open until the conclusion of the last event. You may schedule a rehab time with the athletic trainer if you cannot be in the training room during regular hours. It is critical that athletes promptly attend all scheduled rehabilitation sessions. These sessions carry the same importance as practices or games.

## **Physical Examination Policy**

The NCAA mandates that one physical examination be administered in the four-year career of the athlete. Christian Brothers University requires that every incoming student have a complete physical before enrolling. We have expanded the medical history and the requirement of the exam that is to be performed by the student's doctor. We ask the doctor to sign a statement that the student is cleared to participate in a designated sport. This completed physical examination form is returned to the Athletic Trainer.

## **Drug Policy**

The use of any illegal drug by student-athletes is strictly prohibited. The NCAA and this institution impose severe penalties on student-athletes found to be using illegal substances. The minimum of these penalties is athletic ineligibility for a period of one year.

The NCAA requires that student-athletes sign a drug testing consent form before being allowed to participate in practice or competition of intercollegiate sports.

Every coach also has set policies regarding the use of alcohol, tobacco, medication, or drugs by team members. Violation of these policies will result in penalties as determined and enforced by the individual coach, and may include dismissal from the team.

## **Insurance for Student-Athletes**

Every university student-athlete has a secondary insurance policy purchased by the University. All student athletes are required to carry their own primary insurance coverage. Student athletes who do not have primary insurance coverage will not be covered by Frontline Insurance Group or by Christian Brothers University and will not be permitted to participate. In case of a serious injury due to intercollegiate athletic competition or practice, a claim form must be completed immediately (See trainers).

Secondary insurance is provided by CBU through:

Frontline Insurance Group  
521 S. Three Notch  
Troy, Alabama 36081  
334-807-0056  
Contact: Derrick Bell

This policy is designed to work in conjunction with family contributions to help meet deductibles and co-pays and does not fully pay all bills. Any charges denied by primary insurance will not be covered by the secondary policy. Note: Only sports related injuries or illnesses apply.

## **Team Travel**

Student-athletes traveling under the sponsorship of the University will be provided transportation, meals, and lodging as appropriate to the distance of travel. The coaches are responsible for dispersing travel funds or purchasing meals for each trip. Student-athletes are expected to adhere to the spending limits set by the coach. While on the road, food expenses other than what are budgeted for (i.e. snacks, gum, candy, etc.), and personal phone calls are not paid for by the University.

Student-athletes are responsible for any class work missed while traveling with the team. At the beginning of each sport's season, team rosters and sport schedules are sent to faculty members across campus. Professors use these rosters to verify the traveling members of each team. Team rosters do not in any way permit you to miss class or excuse you from any work missed. Athletes must obtain permission from their instructors to miss class, and are responsible for all academic work missed as a result. Contact the CBU Faculty Athletic Representative if you have any questions or needs in this area.

Athletes who are academically ineligible, who do not have NCAA clearance, or are not medically cleared to play may not travel with the team.

## **Team Conduct**

The behavior of every student-athlete is a representation of CBU. Whether on or off the playing surface, students-athletes are expected to conduct themselves in accordance with the Institutional Code of Conduct, which can be found in the CBU catalog and in the front of this handbook. Additionally, the Athletic Department has set regulations in accordance with the code of conduct, to which student-athletes are expected to comply.

- 1) Student-athletes are required to conduct themselves properly when seated on the bench or sidelines. In case of a disturbance, which results in a discontinuation of play, the athlete should report to his/her bench area immediately.
- 2) Student-athletes are to refrain from cursing, using foul language, or making obscene or crass gestures on the playing surface, in the locker room and in public.
- 3) Student-athletes will adhere to the travel arrangements, meal times, and curfew established for each contest, whether home or away.
- 4) Except under circumstances approved by the head coach, student-athletes are to remain with the team at all times while traveling.
- 5) Student-athletes should take pride in their personal appearance, which includes practicing good personal hygiene habits. Body piercing jewelry is prohibited at practices, games or while representing CBU during travel.
- 6) In addition to the regulations set forth in this handbook, student-athletes are expected to abide by any and all rules or requests made by their coach(es).
- 7) Only CBU issued athletic apparel will be worn while representing CBU athletics.
- 8) All athletes must park in designated areas and at no time are permitted to park behind vans, other athletic vehicles or on the field and surrounding areas. CBU security may issue tickets at any time and with no warning to any offenders.
- 9) Student athletes and coaches are expected to maintain the cleanliness of the facility, locker rooms, and vehicles.

## **Hazing**

CBU Athletics does not condone hazing for any student-athlete activity, nor will it be tolerated. Hazing is strictly prohibited. Hazing is defined as "any deliberate individual or group action intending harm by being placed in dangerous or precarious situations". Hazing may also consist of actions which inflict and/or result in personal indignity or physical injury. Hazing may consist of actions which cause or inflict physical pain, assault, battery, intentional

emotional distress, risk or physical harm, which result in the impairment of academic performance or of the proper fulfillment of obligations to the University, sponsored groups or activities. Questions as to whether specific actions may be considered hazing should be addressed to the Director of Student Activities by the organization prior to the event. Specific actions and activities which are explicitly prohibited include:

- Any activity that might reasonably be expected to bring harm to the individual.
- Paddling, beating or otherwise permitting members or prospective members to hit other individuals.
- Requiring anyone to wear garments that are degrading or uncomfortable, in the judgment of the Student Life Staff.
- Depriving prospective members of the opportunity for sufficient sleep and edible and decent meals.
- Activities that interfere with an individual's employment, family or religious obligations.
- Requiring or encouraging individuals to consume any amount of alcohol or other drug.
- Forcing, coercing or permitting individuals to eat or drink foreign or unusual objects.
- Having substances thrown at, poured on or applied to the bodies of individuals.
- Degrading or humiliating games or activities that make an individual the object of amusement, ridicule or intimidation.
- Kidnaps or any mandatory forced on or off-campus trip as part of any activity
- Any requirement which compels an individual to participate in any activity which is illegal, perverse, publicly indecent or contrary to the individual's morals and/or beliefs.
- Activities that violate the rights of others or disrupt campus activities or events.
- Serving or making available alcoholic beverages to any person, regardless of age, at a membership, recruitment or initiation function.

Freedom from humiliation and danger of hazing is the right of every student on this campus. Any violation of this policy may subject individuals or the organization to disciplinary sanctions imposed by the Student Life Staff.

### **Disciplinary Measures & Sanctions**

A student-athlete found to be in violation of any of the rules, regulations, policies, etc. set by Athletic Department, a Head Coach, or the University is subject to the application of sanctions which are directly proportionate to the circumstance or severity of the incident.

Disciplinary actions may include suspension or removal of athletic financial aid, suspension or dismissal from the team or athletics program, and suspension or dismissal from school.

The disciplinary process is an educational one by which the University strives to instill in its students an understanding that each is responsible for his/her actions. The purpose of the imposition of sanctions is to:

1. redirect the behavior of a student or student organization toward a pattern more acceptable for members of the University community.
2. protect the University community from possible harm or injury by said persons; and if appropriate give financial redress to an individual for loss, harm, or destruction of property resulting from the actions of the accused

The Athletic Director, Dean of Students, or other appropriate judicial authority may impose one or more of the following sanctions on a student athlete who has committed a violation.

1. Warning - A warning is a written or oral communication that further misconduct may result in more severe disciplinary action. A written record of the action will be kept by the University official. This warning is an opportunity for the student to adjust his/her behavior before further disciplinary action become necessary.

2. Restitution or Assessment - A student who has committed an offense against property may be required to reimburse the University or other owner for damage to or misappropriation of such property. Any such payment shall be limited to actual cost of repair or replacement.

3. Fines - A student may be required to pay a monetary fine for an infraction. Fines can be charged to the student's account or paid in the Business Office.

4. Educational Projects - A special educational project designed to assist the student in understanding the overall impact of his/her behavioral infraction may be assigned. Such assigned projects could include research papers, the creation of educational projects, or the planning and/or presentation of educational programs related to the policy

infraction. The assigned projects will be under the direct supervision of the Dean of Student or the Director of Student Activities, or an administrator acting on his/her behalf.

5. Community Service - Students may be required to work a specified number of hours for a community service agency or on the campus. The assigned hours will be completed under the supervision of the Vice President for Student Life or an administrator acting on his/her behalf.

6. Restriction - A restriction upon the student's privileges for a period of time may be imposed. This restriction may include, but is not limited to, denial of the right to represent the University in any way, denial of use of the facilities, parking privileges or participating in co-curricular activities.

7. Required Evaluation or Counseling - A student may be directed to attend a prescribed number of counseling or educational sessions with qualified persons or organizations approved by the Associate Vice President for Student Life or an administrator acting on his/her behalf. If such a source of action is undertaken, the adjudicatory agent of the University may inquire only into whether the student has attended the prescribed number of sessions and cooperated with efforts made by the counselor or organization to help him or her adjust to incumbent responsibilities.

8. No Contact Order - If a student has been accused of harassing, assaulting, stalking, or sexually assaulting another person, he/she may be issued a no contact order. The student will be told not to contact a particular person for a specific period of time. If the order is violated, the student will face additional disciplinary charges which may result in suspension or expulsion from the University.

9. Disciplinary Probation - Disciplinary probation means that the student is no longer in good standing with the University. Disciplinary probation places the student in a probationary status with the University community for a specified period of time, not to exceed one (1) year. Any behavioral infraction of policy during this period may cause the student to be removed from the University. For any student who is considered financially dependent on his/ her parents, a letter may be sent notifying them of their son's/daughter's status.

10. Eviction from Residence Halls - A student may be evicted from his or her living space for repeated infractions or for a serious violation of University policy. The student shall be notified in writing of the terms of the eviction. An evicted resident shall have no more than 24 hours to vacate his or her room. Extensions may be granted only by the Vice President for Student Life. For any student who is considered financially dependent on his/her parents, a letter will be sent notifying them of their son's/daughter's status.

11. Interim Suspension - Although the status of a student accused of violating one or more of these regulations should not be altered until a final determination has been made in regard to the charges against him or her, interim suspension may be imposed upon a finding by the Vice President for Student Life that the continued presence of the accused on campus constitutes a threat to the physical safety and well-being of the accused or any other member of the University community or its guests, or risks destruction of property, or disruption of classroom or other campus activity. A final determination of the charges against any student summarily suspended on an interim basis shall be made through appropriate hearing procedures with ten (10) days of such suspensions, during which time the accused shall forfeit all University rights and privileges. For any student who is considered financially dependent on his/her parents, a letter will be sent notifying them of their son's/daughter's status.

12. Co-curricular Suspension - A modified suspension may be imposed which may involve exclusion from participation in all activities except classroom attendance, with the exception of defined privileges which are necessary or required. If a student, while on modified suspension, violates the terms set forth in the notice of the same, or violates these regulations in any respect as determined after the opportunity for a hearing he or she shall be subject to further discipline in the form of suspension or expulsion. For any student who is considered financially dependent on his/her parents, a letter will be sent notifying them of their son's/daughter's status.

13. Disciplinary Suspension - If a student is suspended, he or she is deprived of student status and must carry out a total separation from the University for a stated period of time. Conditions for readmission shall be stated in the order for suspension and shall remain a part of the student's permanent record, regardless of whether or not such a student is successfully readmitted. A student placed on suspension will be withdrawn from classes. The final decision on suspension rests with the Vice President for Student Life. For any student who is considered financially dependent on his/her parents, a letter will be sent notifying them of their son's/daughter's status.

14. Administrative Hold - Should a student fail to complete an assigned University judicial sanction or financial obligation to the University, an administrative hold may be imposed. This restricts the right of the student to conduct business with the University – register for classes, receive transcripts, etc. This sanction may be imposed whenever an obligation or sanction is unfulfilled (no disciplinary conference required) and is lifted when the obligation is fulfilled.

15. Expulsion - Expulsion means a permanent and immediate separation from the University. The imposition of this sanction shall become a part of the student's permanent record, and is a permanent bar to his/her readmission to the University. The final decision on expulsion sanction rests with the Vice President for Student Life. For any student who is considered financially dependent on his/her parents, a letter will be sent notifying them of their son's/daughter's status.

## **Grievance Policy and Procedure**

It is the policy of Christian Brothers University to provide an avenue to students for the resolution of a grievance or complaint when the grievance is not one which automatically requires formal action.

The grievance procedures are intended to encourage resolution of the student's grievance informally and at the earliest possible stage. At the same time, where such resolution is not possible, these procedures provide for a more formal review of the situation by individuals not party to the case, and a final review by the appropriate dean, director or vice president. In providing these procedures, it is the intention of the University to carry them out in an equitable and timely manner. However, in extenuating circumstances, it may not be possible to adhere to established time frames, and extension of time shall not be construed as failure to follow established procedures.

The grievance procedure does not replace or supercede the judicial system. The University may charge persons through the judicial system even when the student files a grievance under this policy.

The grievance procedure is as follows:

Step 1. If a grievance arises, first approach the other(s) involved to try to resolve the situation privately;

Step 2. If the student is unable to clarify or resolve the matter, the student must confer with and submit a written statement of grievance to the Dean of Students. The written statement must include the following:

- the name of the student, faculty member, coach or administrator whose action gave rise to the matter;
- the type of grievance alleged;
- a statement of the injury;
- the type of solution sought

In the event that the grievance concerns actions taken by the Dean of Students, the process will be conducted by the Vice President for Student Life

Step 3. The Dean of Students shall refer the charge to the appropriate department head or director. The department head or director shall seek to mediate the charge, and thereby effect an informal resolution of the matter. Failing resolution, after consultation with both parties, the department head or director shall make a decision concerning the charge that shall be conveyed in writing to both parties and the Dean of Students. This phase of the grievance procedure shall be completed within (15) days of the initial written grievance.

Step 4. If the student is dissatisfied with the decision and wishes to take the matter further, he/she may then follow the process for Disciplinary Procedures as outlined in Section 7 of the Compass, if the grievance concerns a fellow student. If the unresolved grievance concerns a faculty member or administrator, a formal complaint should be lodged with the Director of Human Resources.

Step 5. The Vice President for Student Life will be responsible for notifying the President of any formal complaints not immediately resolved and will pursue the complaint toward a proper conclusion. A file on written complaints will be kept in the Dean of Students office.

Resolution of a student-athlete's athletically related grievance shall begin with the Athletics Department staff member whose decision is being appealed. If the matter cannot be satisfied at this level, then the student-athlete can pursue through the athletic administrative chain.

For appeals regarding an athletic grant-in-aid award, the chain consists of the Head Coach awarding the aid, and the Athletic Director. For other grievances, the chain consists of the athletics staff member(s), the Athletic Director, the Faculty Athletics Representative, the Compliance Officer, SWA, and a member from Student Life

At each level of appeal the student-athlete will provide a written statement of grievance detailing the nature of the grievance, the pertinent facts, the remedial action desired, and any other pertinent material to the appropriate official(s). The student will receive a written response from said official within 30 days. If no response is received within the specified time period, the student-athlete may immediately submit the grievance to the official at the next level. The CBU Athletic Department takes any grievance of a student-athlete very seriously and will act on any grievance as quickly as possible.

Once the student-athlete feels that a satisfactory resolution of the grievance has been reached at any level, the process shall be concluded and no further action need be taken by either party. If the administrative chain has been exhausted and no agreement reached, the student-athlete may take his/her grievance to the President of the University for a final decision.

## **Facilities**

There are inherent risks of injury in physical activity. Our goal is to eliminate as many risks as possible and provide the safest program for all concerned. Individuals are encouraged to have a physical and obtain adequate health and accident insurance prior to participating in physical activity. We ask for your full cooperation in adhering to the rules and facility worker's instructions regarding proper conduct and use of equipment and facilities. CBU students, employees, and alumni are given priority for use of the facility. A valid ID must be presented upon request. Guests, children, or dependents of employees may use the facility when accompanied by an employee or a currently enrolled student.

## **De LaSalle Building Procedures**

1. Any activity scheduled in the gymnasium must be cleared through the Building Supervisor and Athletic Director.
2. No organized group is permitted to use the gym without supervision.
3. The gym may be closed when there is not a supervisor in attendance.
4. No cleated or dark soled shoes are allowed on the gym floor.
5. The use of alcohol or tobacco of any kind in or around the gym is strictly prohibited.
6. No foul language, obscene gestures, or loud music allowed in the gym.
7. Proper attire, including shirts and shoes, is required.
8. No pets allowed, except those assisting disabled individuals.

## **Weight Room Rules and Regulations**

1. The fitness area hours of operation will vary, pending the practice/game schedules of the sports that are in season.
2. Recognized users include Christian Brothers University students, athletes, staff, faculty, alumni, and guest of the mentioned.

3. Do not use the equipment unless you are knowledgeable about how to properly use it. Please ask for assistance.
4. Observe weight room etiquette and demonstrate courtesy toward others in the room at all times.
5. No horseplay, loud or offensive language is permitted.
6. Wear proper training attire at all times. This includes shirts and athletic shoes.
7. Please show respect for the equipment and facility at all times. Do not drop or throw weights.
8. Please keep equipment off of the floor and return it to its proper rack when lifting is completed.
9. Utilize spotters and locks when necessary (e.g. overhead lifts, squats, bench presses.)
10. Keep the facility flow path clear; remove any obstructions.
11. There will be no loitering in the weight room.
12. No music with offensive language will be tolerated.
13. Immediately report any facility related injury or facility/equipment irregularity to the Athletic Director.
14. Tobacco, food, chewing gum, glass bottles, and cans are not allowed in the weight room; plastic water bottles are acceptable.
15. Please do not spit in the facility.
16. CBU is not responsible for personal belongings that are lost or stolen.

### **Athletic Training Room Rules**

To better serve the athletes that need to make use of the athletic training room and to serve those individuals effectively and efficiently within the parameters of our limitations, we are making you aware of the following:

1. The training room hours of operation will vary, pending the practice/game schedules of the sports that are in season.  
**Note:** If an Athletic Trainer is needed and not present, call security at 3550.
2. Everyone requiring treatment from the training room must sign in on the daily injury log.
3. All new injuries must be documented with the Head Athletic Trainer by completing an "Athletic Injury Report."
4. Anyone requiring follow-up treatments must reserve a treatment time on the rehabilitation schedule.
5. Due to limited space, there will be no loitering in the training room.
6. Horse playing and the use of foul language will not be tolerated.
7. Ice from the training room machine is for injuries only (not for coolers).
8. Appropriate dress is required at all times.
9. Athletes are not allowed to use the modalities.
10. All equipment must be checked out before leaving the training room.

11. To insure documentation in your file, medication will be given out only by the Head Athletic Trainer.

### **Work Study Procedures**

All students and student-athletes working in the athletic department are required to adhere to the following procedures. Violation of procedure may result in the release of the work study person by this department.

- 1) The student is responsible for recording his/her hours on a daily basis. All hours recorded must be verified by your supervisor and the work study coordinator for the department. **IT IS A NCAA VIOLATION TO RECORD HOURS THAT HAVE NOT BEEN WORKED.** Hours not worked, claimed by an athlete are grounds for probation from team, or revoking of scholarship.
- 2) If a supervisor is absent and has left no work for the student worker, the student worker can expect to be reassigned to tasks within the department. *Student workers are not permitted to use work time for studying without permission.*
- 3) Each student worker is allowed a maximum number of hours per semester and you will not be compensated for working more than your award amount. It is the responsibility of the student-athlete to complete his time card and submit it to his supervisor for verification each month. If your time card is not submitted by the pay period deadline, you will not be paid until the next period. No exceptions. Time cards for each pay period are available from your immediate supervisor or from the Athletic Office.

### **Athletic Media Relations**

One Important way for CBU fans to find out about you and for you to communicate to CBU's fans is through the media. The stories of the Buccaneers and Lady Bucs teams', student-athletes, and coaches are told by newspapers, magazines, online services and radio and television stations.

As a CBU student-athlete, one of your responsibilities is to cooperate with the media – just as giving 100 percent on the playing field and in the classroom are your responsibilities. It's all part of the package of being a CBU student-athlete.

The media's role is not to be a cheerleader for you. However, you will find that the more cooperative you are with the media, the better chance you will have of the media presenting positive stories about you. At the very least, good relationships with reporters are important.

You should view your obligation to cooperate with the media as an opportunity to promote yourself as well as your team and CBU.

Media attention means that your conduct both on and off the field will be under scrutiny because of your position as a CBU student-athlete. The last thing you want to do is to receive publicity for an unfortunate off-the-field incident. Believe me, an unfortunate incident off-the-field will most always draw more attention from the press before a 3-3 day at the plate or a double-double on the court. Your conduct should reflect the mission and values of the University.

### **The Media**

Just what is and who are the media? And how do they operate? Memphis is a large, media market. It is home to *The Commercial Appeal*, a morning newspaper with over 175,000 daily subscribers, six commercial television stations, and more than a dozen radio stations.

Here is an in-depth look at the types of sports journalists – representing both national and local media – with whom you might come into contact:

**Beat Writers** - *The Commercial Appeal* (C-A) covers CBU and is a valuable link between you and our fans. The C-A's beat writer for CBU has changed various times in the past few years, but most recently has been Todd Vineyard. In

other cases where CBU will be playing other teams within the city as in the University of Memphis, Rhodes, Le-Moyne Owen etc., other writers that cover the other schools may appear at our events. Besides writing post-game stories any newspaper writer is constantly seeking out human-interest (feature) stories.

**Columnists** – Newspaper columnists are more subjective than beat writers, injecting their own opinions and viewpoints into the stories. You may not always agree with what a columnist writes.

**Television News Crews** –Most people get the bulk of their news from the television newscasts. The typical sports segment of a newscast will last between three to five minutes. They may only include quick game scores, re-caps or just a highlight or two. But be ready at any time to be interviewed on camera. Remember, sometimes it's live and at most times you can't take a re-do or take a while to think up your answer. Keep any answers quick and to the point.

**Photographers** – Photographers for newspapers and magazines, and TV video camera operators must tell their stories visually. You will see them on the playing field, at practices and games, and in interviews after contests. While you are to be judicious in your comments to the media, remember that your actions can be captured on film and on video, as well.

**Deadlines** – Just as your sport might have a clock that winds down, many members of the sports media have to keep an eye on the time. Most newspapers require their writers to submit their stories by a daily 10:30 p.m. deadline. TV news crews must put their segments together for the late evening news. So time – and accuracy – is of the essence for journalists. Keep deadlines in mind. When the media is seeking access to you after a practice or game, visit them as soon as possible.

**Interviews** - The Sports Information Office requires that media direct all interview requests through our office. We will contact you and work around your academic, athletic and social schedules. You will be asked to come to the sports information office at an agreed upon time to be interviewed in person or to conduct a phone interview. If several members of the media are requesting the interview we will conduct a press conference. In addition, at the conclusion of each game, coaches and student-athletes are expected to make themselves available for interviews after ten minutes of the contest concluding. These post-game press conferences can occur in various forms, whether it be a press conference, or one-on-one interviews outside of your locker rooms or on the playing field. Keep in mind that interviews are not limited to home contests. When traveling with your respective teams, you may be asked by the home sports information director to conduct an interview with one of their media. In some cases, especially in basketball, a member of the sports information staff will be traveling with you and will let you know that your presence is requested.

### Interview Tips

- **Ask the purpose of the interview before granting it.** Also you may want to let the reporter know there are, if any, certain subjects that are off-limits. The sports information office will do its best to screen the reporter in advance. You do not have to do an interview, but there is a right way to say no.
- **Never do, or accept a phone interview, that has not been approved by a member of the Sports Information Director.** Any reporter knows the CBU policy is that all interviews will be directed through the sports information office and we try our best to assure every-student athlete they will never be called by a reporter without knowing in advance. If called, please respond by telling the reporter they need to contact the Sports Information Director to schedule an interview.
- **Show up on time for all interviews.**
- **Your goal with the media should be to put yourself and your team in the best possible light.** You can do this by delivering a positive message no matter the circumstances. When you win, do not sound cocky or arrogant. It is a turnoff to the reporters, and can be a detriment to your team or serve as motivation to an opponent. When you lose, don't criticize others, particularly your teammates, and under no circumstance should you ever criticize officials. No matter how you feel about their performance, you are never in a position to talk negatively about an official.

- **Avoid “yes” and “no” answers.** Remember this is your interview and a reporter is looking for you to elaborate on an answer. Most reporters will try not to ask a question that can be answered with one word, but if the instance occurs, try to do your best to add to your response.
- **Think before you speak.** It is perfectly okay for a journalist to ask any question regardless of if it will offend you. **You can’t control the questions, but you can control the answers.** Think carefully before you answer and always remember that you choose how to answer a question or whether to answer said question at all.
- **Respect is earned, never expected.** Remember the “Golden Rule” You first must give respect before you can ever expect it. Respect the reporters and they’ll most likely return the favor.
- **Never talk negatively.** Follow the old saying that if you don’t have anything nice to say, don’t say anything at all. Speak positively about teammates, opponents, coaches and especially your school.
- **Be likeable, and show personality.**
- **If you are asked a question of a sensitive nature, you do not have to answer it.** It is okay to say, “I’d prefer not to discuss the subject.” **Never** say “No comment.” That will almost always imply guilt and cause suspicion.
- **Never make “off-the-record” comments.** Saying something is off-the-record doesn’t imply that something will not end up in print. As a rule, do not say anything you would not like anyone to read or hear.

#### 10 Interview Do’s

1. **Be prepared**
2. **Be positive**
3. **Praise your teammates**
4. **Talk in sound bites**
5. **Smile**
6. **Be enthusiastic**
7. **Be personable**
8. **Be available**
9. **Be polite in difficult situations**
10. **Bridge to your message**

#### 10 Interview Don’ts

1. **Don’t say “no comment”**
2. **Don’t be negative**
3. **Don’t hide**
4. **Don’t lose your cool**
5. **Don’t use filters (um, you know, like, etc.)**
6. **Don’t forget that you are always on**
7. **Don’t be sarcastic**
8. **Don’t have an attitude**
9. **Don’t use slang**
10. **Don’t forget to show up on time for interviews**

**Reporters** - CBU locker rooms, the weight training areas and the training room are always off-limits to members of the media, both male and female. Those are areas in which you should be free to let your guard down without concern for the media. If you have been requested for an interview, personnel from the CBU Sports Information Director will notify you and instruct you on where and when interviews will be held.

#### Sports Information Office

The CBU sports information office is located in De LaSalle Gymnasium in Room 11, and serves as a link between CBU teams, student-athletes, coaches and administrators and the media. The office will try to promote timely and accurate coverage of its teams by coordinating interviews, servicing information needs of reporters, and compiling and maintaining statistics. We do not and cannot manage the news. We will do our best to see that you and your teams are seen in the best light, but we need your help in making this goal a reality.

Please come and visit us when you have a free moment because it is beneficial to everyone to get to know every student-athlete. The more we know about you the more we can tell the media if and when they request the information. We are at your service 24 hours a day and don’t hesitate to call whenever it is necessary.