

**Buena Vista University**  
**Student Athlete Handbook**

**Table of Contents**

- I. Department of Athletics Mission Statement
  - A. Mission Statement
  - B. Goals of the Athletic Program
- II. Faculty Athletics Representative (FAR)
  - A. Role of FAR
  - B. BVU FAR Representatives
- III. BVU Student Athlete Advisory Committee (SAAC)
  - A. Mission Statement
  - B. Goals
- IV. Required Forms for Athletic Participation
- V. Financial Coverage of Injuries
- VI. Buena Vista University Academic Eligibility
  - A. Academic Standards
    - 1. Satisfactory Academic Progress Standards
    - 2. Satisfactory Progress towards Degree Completion
    - 3. Process for determining Student Academic Progress
  - B. Student-Athlete Academic Eligibility
  - C. Transfer Eligibility
  - D. Missed Class Recommendations
- VII. NCAA Academic Rules & Regulations
  - A. Enrollment Information
    - 1. Full-time Enrollment Requirements
    - 2. Dropping/Adding Courses
    - 3. Final Semester
    - 4. Graduate Program
  - B. Seasons of Participation
  - C. Criteria for Determining Seasons of Eligibility
  - D. Medical Hardship Waiver
  - E. Transfer Regulations
    - 1. Written Permission to Contact
    - 2. Self Release for Division III
    - 3. Student-Athlete Withdrawn from Four Year College
    - 4. Transferring Within the IAC
- VIII. Non-Traditional Sports Seasons
  - A. General Information
  - B. Baseball & Softball
  - C. Football, Soccer & Volleyball
  - D. Tennis & Golf
- IX. General Information for Student-Athletes
  - A. Alcohol & Drug Policy
    - 1. Alcohol Policy
    - 2. Drug Policy

- B. Athletic Letter Winner Standards
- C. Athletic Training
- D. Hosting Prospective Recruits Overnight
- E. Complimentary Tickets
- F. Hazing
  - 1. Definition
  - 2. Determining Whether the Act is Hazing
- G. Sexual Misconduct Policy & Harassment Policy
- H. Sportsmanship & Ethical Conduct
- I. Team Travel
- J. Student-Athlete/Coach Relationships
- K. Sports Wagering/Gambling
- X. NCAA Ineligibility for Use of Banned Drugs & Tobacco
  - A. General Information
  - B. Banned Drugs
  - C. Use of Tobacco Products
  - D. Resources
- XI. Nutritional and Dietary Supplements
  - A. General Information
  - B. Resources
  - C. Counseling Services
  - D. Use of Tobacco Products
  - E. Resources
- XII. Counseling Services
- XIII. NCAA Scholarships
  - A. Jim McKay Scholarship
  - B. The Freedom Forum NCAA Sports Journalism Scholarship
  - C. Walter Byers Scholarship
  - D. Ethnic Minority & Women's Enhancement
  - E. Post Graduate Scholarships
  - F. Internship Opportunities
- XIV. IIAC Awards & Honors
  - A. Player of the Week
  - B. All Conference
  - C. All Academic Team
  - D. Scholar Athlete of the Year

## **Athletic Mission Statement**

The Buena Vista University's Athletics Program enhances the academic and intellectual growth of BVU students by encouraging them to test their personal limits, gain from the demands of athletic competition, and benefit from the success and adversity they face.

## **Goals of the Athletic Program**

Buena Vista University is a NCAA Division III institution and a member of the Iowa Intercollegiate Athletic Conference. The intercollegiate athletic program is integral to the institution and enhances the overall quality of the educational experience. In concert with the university's mission, the NCAA's Division III and the IAC's philosophy, BVU's athletics program strives to:

1. Foster an environment which provides student-athletes with opportunities to enrich their collegiate experience via athletic teams that are competitive at the conference level and who aspire to national recognition.
2. Recruit student-athletes who are capable, prepared and motivated to succeed academically.
3. Provide intentional student development which assists student-athletes in enhancing their intellectual, physical, social, moral, and cultural development.
4. Conduct all activities with honesty and integrity in concert with principles of good sportsmanship, ethical conduct, responsible behavior, and respect for gender and cultural diversity.
5. Participate in a wide variety of athletic opportunities, with the best facilities, coaching personnel, and competitive opportunities possible while maintaining fiscally responsible programs.
6. Provide equitable opportunities for all students and athletic staff to learn and develop.
7. Foster a sense of community and wellness among students, alumni, staff, faculty and the larger community.

## **Faculty Athletics Representative**

### **Role of the FAR**

The role of the FAR is to ensure that the academic institution establishes and maintains a healthy and productive relationship between academics and intercollegiate athletics. See athletic web site for more information.

### **BVU FAR Representatives:**

Dr. Annamaria Elsdon – Associate Professor of English

Dr. Brad Best – Assoc. Professor of Political Science

## **Student-Athlete Advisory Committee**

**Mission Statement:** To enhance the total student-athlete experience by promoting opportunity, diversity and fostering a positive student-athlete image in the department, on campus and in the community.

### **Goals:**

1. To provide leadership opportunities.
2. To offer a voice in addressing student-athlete welfare concerns.
3. To discuss rules and policies impacting the student-athlete.
4. To serve as a conduit of communication among student-athletes, coaches and athletic administrators.
5. See athletic web site for more information



### **Transfer Eligibility**

- To be immediately eligible to participate or compete the student-athlete must have been athletically and academically eligible had he or she remained at the previous four-year institution or two-year institution. There are a number of exceptions to the transfer eligibility rules. Contact the compliance director for further information.

### **Missed Class Recommendations**

- The student-athlete should meet with their professors at the beginning of the semester to discuss his/her policy for missing class due to athletic participation.
- The student-athlete is expected to make-up work missed because of athletic competition. It is helpful to remind the professor the week or two prior to the competition that you will be absent.
- No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.
- The faculty is provided, via the athletics web page, important information as to when the student-athlete must miss class because of athletic competition. This information includes each sport's contest date, game time, date and time of departure, and class dismissal time. Changes may occur due to weather or scheduling conflicts. Inform the professor ASAP when this occurs.

### **NCAA Academic Rules & Regulations**

Buena Vista University student-athletes must adhere to the academic regulations as set forth by the NCAA. The following summarizes the key points:

#### **Enrollment Information**

- **Full-time Enrollment:** To be eligible to practice and compete a student-athlete shall be enrolled in a minimum **full-time program (12 credit hours)**, of studies leading to a baccalaureate or equivalent degree as defined by the institution.
- **Drop/Add Course:** Please be cautious during the add/drop period as the student-athlete must be enrolled in 12 credit hours at all times during the semester to be able to practice or compete. The student-athlete should note University deadlines regarding dropping/adding courses to protect the student's eligibility.
- **Final Semester:** A student-athlete may practice and compete while enrolled in less than a minimum full-time program of studies, providing the student is enrolled in the final semester of the baccalaureate program and the institution certifies that the student is carrying (for credit) the courses necessary to complete the degree requirements, as determined by the faculty of the institution.
- **Graduate Program:** A student may compete while enrolled in a full-time graduate program as defined by the institution for all graduate students, except as permitted in Bylaw 14.1.8.2.1.3.

#### **Seasons of Participation - 10 Semester rule**

- A student-athlete shall not engage in more than **four** seasons of intercollegiate participation in any one sport.
- A student-athlete shall complete his or her seasons of participation during the first 10 semesters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies.
- A student is considered to have used a semester or quarter when the student attends any class while officially registered in a collegiate institution in a regular term of an academic year for a minimum full-time program of studies, as determined by the institution, even if the student-athlete drops to part-time status at any time during the term, including his or her first day of attendance.
- Pregnancy Exception – a member institution may approve a two semester period of eligibility for a female student-athlete for reasons of pregnancy.

### **Criteria for Determining Seasons of Eligibility**

- Minimum Amount of Participation – a season of participation shall be counted when a student-athlete participates (practices or competes) during or after the first contest in the traditional segment.
- Exception – A season shall not be counted during the traditional segment when a student-athlete participates in a pre-season scrimmage or pre-season exhibition conducted prior to the first contest following the student-athlete’s initial participation of that academic year at that institution.
- Non-traditional segment – a student-athlete may participate in the non-traditional segment and not trigger a season of eligibility if he/she decides not to participate in the traditional segment of that sport. The IIAC prohibits competition in the non-traditional segment except for tennis and golf.

### **Medical Hardship Waiver**

A student-athlete may be granted an additional year of participation by the conference or the Committee on Student-Athlete Reinstatement for reasons of “hardship.” Hardship is defined as an incapacity resulting from a season-ending injury or illness that has occurred under all of the conditions stated in NCAA Bylaw 14.2.5. The FAR must initiate a hardship application to the IIAC Commissioner who will then make a determination whether the waiver merits the provisions of NCAA Bylaw 14.2.5.

### **Transfer Regulations**

For a complete description of the transfer regulations, see Bylaw 14.5 in the NCAA Division III Manual. The following information offers some of the more common rules dealing with transfers.

- **Written Permission to Contact**
  - If a student-athlete wishes to transfer to another NCAA or NAIA four year institution, he/she should contact the compliance officer requesting a written permission to contact form. No contact with a student-athlete may occur until this form has been received by the institutions involved.
  - Transfer requests to a NCAA Division I, II, or NAIA institution must obtain a release.
- **Self-Release – Division III Institutions Only**
  - Only pertains to Division III Student-Athletes
  - Designed to permit the student-athlete to contact a coach at another institution without informing his/her current institution for a period of thirty days.
  - Self-release form is available on the NCAA web site or from the compliance officer.
  - The student-athlete shall forward this form to the director of athletics at the institution of interest.
  - An additional self release form must be issued for contact to occur or continue beyond the initial 30-day period. The current institution must be made aware of this intent.
- **Student-Athlete Withdrawn from Four-Year College**

A member institution may contact a student-athlete who has withdrawn officially from a four-year collegiate institution without obtaining permission from the first institution.
- **Transferring within the IIAC**
  - When an academically eligible student-athlete transfers from one Iowa Conference institution to another member institution, the student is immediately eligible, but can’t compete in the same sport in the same season for two institutions within the Conference.
  -

## **Non-traditional Sport Seasons**

### **General Information**

The NCAA designates segments of the playing season as either the “traditional segment,” or the “non-traditional segment.” Certain restrictions may apply to sports engaged in “non-traditional” practice. These restrictions are regulated both by the NCAA and the IIAC. The IIAC may be more restrictive than the NCAA but not less restrictive. The following restrictions apply:

- The following team sports may conduct practice during the “non-traditional” season: baseball, football, soccer, softball, and volleyball, golf, and tennis.
- The IIAC does not allow competition against other institutions in any team sport during the “non-traditional” season.
- The sports of baseball and softball are allowed 10 practices to be conducted in the fall semester starting on September 7 or the institution’s first day of classes for the fall term, whichever is earlier. Practices must be completed by Oct. 15<sup>th</sup>.
- The sports of soccer, football, and volleyball are allowed 8 practices to be conducted in the spring semester.

### **Baseball - Softball**

- Allows each student-athlete a maximum of 10 dates of athletically related activities within the 16 permissible institutional dates allowed.
- Student-athlete cannot be involved in more than 4 hours of athletically related activities on any one date.
- The 16 dates must fall within a consecutive 5 week period between the first day of classes and October 15.
- Activities may be conducted on no more than 4 days in any given week and no competition with any outside team is permitted.

### **Football - Soccer - Volleyball**

- Allows teams the opportunity to engage in athletically related activities on 8 permissible institutional dates. (not per student-athlete)
- Activities may be conducted for no more than 2 hours on any date classes are in session and for no more than 4 hours on any non-class day.
- The 8 dates must fall within the course of a continuous three week period, beginning no earlier than March 15. (A one week period accommodating an institution’s academic calendar (i.e. Spring break), may be excluded from the three consecutive weeks, provided no other athletically related activities occur during that time period, and it falls prior to the conclusion of the regular spring term.
- Activities may be conducted on a maximum of three dates during each respective week. Competition versus any outside team is prohibited during the non-traditional segment.

### **Tennis - Golf**

- Tennis and golf are limited to a maximum of 19 weeks (traditional and non-traditional combined).
- Competition and practice may occur both in the fall and the spring but are regulated by rules set forth in the NCAA Manual in Bylaw 17.12 for golf and 17.26 for tennis.
- The women’s golf and tennis teams traditionally conduct the majority of their season during the fall. They may also practice and compete during the spring season.
- The men’s golf and tennis teams traditionally conduct the majority of their season during the spring season. They may also practice and compete during the fall season.
- The IIAC women’s golf and tennis championships are conducted in the fall while NCAA championships are conducted in the spring.
- The IIAC and NCAA men’s golf and tennis championships are conducted in the spring.

## **General Information for Student-Athletes**

### **Alcohol & Drug Policy**

- The student-athlete is expected to uphold the BVU Alcohol and Drug Policy as stated in the BVU Student Handbook and is subject to disciplinary action when violations occur. The student-athlete may receive disciplinary action from the Judicial Board, the team of which he/she is a member, or the Department of Athletics. For the complete policies, consult the BVU Student Handbook.
- Teams set their own standards for alcohol use as long as it is not less restrictive than university policy allows.
- Team standards should be explained and understood by all team members at the beginning of the season.

### **Athletic Letter Winner Standards**

A BVU letter is a prestigious award that may be earned by the student-athlete participating in intercollegiate athletics. Each team determines the qualifications necessary to earn the BVU letter.

### **Athletic Training Information - (see BVU athletic training web site for policies & procedures)**

### **Hosting Prospective Recruits**

Overnight guests must be registered with the residence hall staff, and must have the roommate's approval. Guests must adhere to the same regulations as resident students. In addition, hosts of guests will be held responsible for the behavior of their guests within the context of the BVU judicial system. Guests must be respectful of the residents of the hall. After regularly established quiet hours members of the opposite gender must be escorted by their hosts while in any public areas of single gender residence areas.

Student-athletes who serve as a host for prospective recruits are expected to conduct themselves in a professional manner. Recruits should not be taken to the "local night spots" while on a campus visit. It is the student-athlete's responsibility to insure adherence by the recruit to the BVU campus alcohol and drug policies. The host should accompany the recruit for meals, entertainment, etc. that might be included during the visit. Do not hesitate to contact a member of student-services, your coach, or the Director of Athletics should a problem or emergency situation arise.

The host individual and the recruit should provide the coach with cell numbers and emergency contact information prior to spending the night.

### **Complimentary Tickets**

The athletic department may provide four complimentary admission tickets to the home contest in which the individual participates. The student-athlete is required to provide names of those designated to receive complimentary tickets to his/her coach. These names will appear on a "Pass List" to be designated for each athletic contest. For more information see NCAA Bylaw 16.2.

### **Hazing**

Hazing is not permitted at Buena Vista University and is subject to disciplinary action. Hazing activities or suspicion of such activities should be reported to the Director of Athletics, the student-athlete's coach or Student Service's personnel.

#### **▪ Definition of Hazing**

In the Alfred/NCAA survey of college athletes, hazing was defined as: "any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate. This does not include activities such as rookies carrying the balls, team parties with community games, or going out with your teammates, unless an atmosphere of humiliation, degradation, abuse or danger arises."

## **Determining Whether the Activity is Hazing**

Use common sense and ask yourself the following questions:

1. Is alcohol involved?
2. Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?
3. Does the activity risk emotional or physical abuse?
4. Is there risk of injury or a question of safety?
5. Do you have any reservation describing the activity to your parents, to a professor, to a coach, or University official?
6. Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is "yes," the activity is probably hazing.

## **Sexual Misconduct & Harassment Policy**

- It is a violation of university policy for any university employee or student to subject any person to harassment nor will the university tolerate sexual aggression in any form.
- The student-athlete, who suspects he/she may be a victim of sexual misconduct or harassment, should report such activity to his/her coach, the Director of Athletics, or the Office of Student-Services.
- Consult the BVU Student Handbook for the complete policies.

## **Sportsmanship & Ethical Conduct**

BVU supports the sportsmanship and ethical conduct principles of the NCAA by adhering to and fostering the following concepts:

- The intercollegiate athletic program at BVU seeks 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 the athletic program. All involved 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 athletic program.
- Participation in BVU athletics places a tremendous responsibility upon the student athlete to uphold these concepts. As a student-athlete you become a very visible ambassador for the university and as such you are expected to uphold high standards of integrity and behavior that will reflect well upon yourself, your family, coaches, teammates, the Athletic Department, and Buena Vista University.
- The head coach of each team is responsible for developing and enforcing his/her own set of team rules and/or a Code of Conduct. The BVU Athletic Department Administration will fully support appropriate disciplinary action taken by a coach in concurrence with the Athletic Director.

## **Team Travel**

- Student-athletes travel by charter bus, university vans or cars for all athletic events. Special trips may allow for airline travel. The student-athlete is expected to travel with the team to and from the event. No alcohol may be purchased or consumed while traveling on any university sponsored trip. Violation of this rule may result in disciplinary measures.

## **Student-Athlete/Coach Relationships**

- BVU places the utmost importance upon establishing and maintaining a positive relationship between the student-athlete and coach. This relationship should exhibit fairness, openness and honesty. In the event that a student-athlete encounters a conflict or concern with his/her coach that cannot be resolved, he/she should schedule a meeting to discuss this with the Director of Athletics. Information will remain confidential with the goal to seek a resolution that is fair and equitable.

## **Sports Wagering/Gambling**

- It is not permissible for athletics staff members or student-athletes to participate in sports wagering that involves a sport with an NCAA championship, on the collegiate or professional level. If a student-athlete does participate in sports wagering, it results in a minimum loss of one year's eligibility and possibly the entire collegiate career.
- Examples of sports wagering include the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

## **NCAA Ineligibility for Use of Banned Drugs & Tobacco**

### **General Information**

The NCAA bans drugs that are taken in an effort to enhance athletic performance and those drugs that are used recreationally by student-athletes. Examples include alcohol, amphetamines, ephedrine, (ma Huang), anabolic-androgenic steroids, barbiturates, caffeine, cocaine, heroin, LSD, PCP, marijuana and all forms of tobacco. The use of drugs is contrary to the rules and ethical principles of competition.

A student-athlete who is found to have used a substance on the list of banned drug classes, as set forth in Bylaws 31.2.3.4 and 14.1.1.1, shall be declared ineligible for further participation in postseason and regular-season competition in accordance with the ineligibility provisions in Bylaw 18.4.1.5.1. The certifying institution may appeal to the Committee on Student-Athlete Reinstatement for restoration of the student-athlete's eligibility if the institution concludes that circumstances warrant restoration.

### **Banned Drugs**

- Stimulants
- Anabolic agents
- Substances banned for specific sports
- Diuretics and other masking agents
- Street drugs
- Peptide hormones and analogues
- Anti-estrogens

\*For a complete list of banned drug classes and other important information contact the following web site resources:

- [www.bvu/athletics/banned drug list](http://www.bvu/athletics/banned%20drug%20list)
- [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety)
- [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec)

### **Use of Tobacco Products**

The NCAA bans the use of tobacco products by a student-athlete during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

### **Resources:**

<http://www.cancer.gov/cancertopics/smokeless-tobacco>

<http://www.nidcr.nih.gov/OralHealth/Topics/SpitTobacco/SpitTobaccoAGuideforQuitting.htm>

<http://www.nstep.org/>

<http://www.mayoclinic.com/health/chewing-tobacco/CA00019>

<http://www.cdc.gov/tobacco/smokeless/index.htm>

[http://www.tobaccofacts.org/tob\\_truth/spit.html](http://www.tobaccofacts.org/tob_truth/spit.html)

<http://info.mylastdip.com/>

## **Nutritional and Dietary Supplements**

### **General Information**

The following information is provided by the NCAA Sports Medicine Handbook. Buena Vista University supports the information provided and seeks to educate all student-athletes about nutritional and dietary supplements.

- Nutritional and dietary supplements are marketed to student-athletes to improve performance, recovery time and muscle-building capability.
- Many student-athletes use nutritional supplements despite the lack of proof of effectiveness. In addition, such substances are expensive and may potentially be harmful to health or performance.
- Of greater concern is the lack of regulation and safety in the manufacture of dietary supplements. Many compounds obtained from specialty “nutrition” stores and mail-order businesses may not be subject to the strict regulations set by the US Food and Drug Administration.
- Therefore, the contents of many of these compounds are not represented accurately on the list of ingredients and may contain impurities or banned substances, which may cause a student-athlete to test positive.
- Positive drug-test appeals based on the claim that the student-athletes did not know the substances they were taking contained banned drugs have not been successful.
- Therefore, student-athletes should be instructed to consult with the university’s sports medicine staff before taking **ANY** nutritional supplement.”

### **Resources**

- [www.drugfreesport.com](http://www.drugfreesport.com)
- [www1.ncaa.org/membership/ed\\_outreach/nutrition-performance/index.html](http://www1.ncaa.org/membership/ed_outreach/nutrition-performance/index.html)
- The Hazelden Foundation: [www.hazelden.org](http://www.hazelden.org)
  - Substance Abuse Hotline 1-866-819-1927 (free-confidential 24 hour service).
- Center for Substance Abuse Treatment: 1-800-662-4357
  - For a referral to a treatment center or support group in our area, go to: <http://samhsa.findtreatment.gov>.
    - Alcohol Screening: <http://www.alcoholscreening.org>

### **Counseling Services**

Contact the counselor in the Office of Student Services, Health Services & Wellness or a member of the athletic training staff. Services are available at no cost to the student-athlete.

## **NCAA Scholarships**

There are a number of NCAA scholarships available to the student-athlete. The following scholarships might be of interest to the student-athlete and may be accessed on the [Scholarships and Internships Page](#) ([ncaa.org/forms](http://ncaa.org/forms))

- Jim McKay Scholarship Program
- The Freedom Forum-NCAA Sports-Journalism Scholarship Program
- Walter Byers Postgraduate Scholarship Program
- Ethnic Minority and Women's Enhancement Postgraduate Scholarship for Careers in Athletics
- NCAA Postgraduate Scholarship Program
- NCAA Internship Opportunities

## **IIAC Student-Athlete Awards & Honors**

The IIAC honors selected student-athletes with the following awards and honors. To view the requirements for these awards go to the web site for the Iowa Conference.

- Player of the Week
- All Conference
- All-Academic Team
- Scholar-Athlete of the Year: