

MISSOURI STATE UNIVERSITY
STUDENT-ATHLETE HANDBOOK
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Dear Student-Athlete:

A very special welcome to you! We are delighted that you have chosen to become a part of Missouri State University during the fall of 2007. After becoming Missouri State University in 2004-2005, we believe we are now better prepared to provide an excellent environment for your collegiate experience. We are very pleased that you have accepted the challenge of strengthening the Bears as we fight for league championships. During the past academic school year, our student-athletes excelled both academically and athletically. The Bears are planning to prove the quality and breadth of our total program by contending for the Missouri Valley Conference All-Sports Championship during the 2007-08 school year.

The coaches, staff members and administrators want your academic and athletic experiences at Missouri State to be exciting, challenging, and ultimately rewarding as you become better educated while preparing for life beyond your collegiate years. Our desire is that you will become a leader because of your experiences both in the classroom and on the field or arena of competition.

To assist you in your efforts, the Missouri State University Student-Athlete Handbook will serve as a reference regarding various policies and procedures we have established in order to successfully operate the athletics program within the rules and regulations of Missouri State, the Missouri Valley Conference, Gateway Football Conference, Sun Belt Conference (swimming and diving), Mid-American Conference (Field Hockey), and the NCAA.

All of us within the Bears' athletics program are here to serve you, the student-athlete. Should you have additional questions relating to items not addressed in the handbook, please contact a member of the coaching staff or any of the administrators listed in the department directory.

Thanks for joining us at Missouri State University. We pledge to you our efforts to make your experiences during your stay here very enjoyable and worthwhile.

Bill Rowe
Director of Athletics

ABRIDGED MISSION STATEMENT

Missouri State University (MSU) is committed to an intercollegiate athletics program that complements the mission of the University and operates in accordance with the principles and regulations of the National Collegiate Athletic Association. As a member of various athletics conferences, MSU is committed to academic and athletics excellence, sound fiscal management practices, enhancement of the physical and educational welfare of student-athletes, equal opportunity, character development, principles of amateurism, as well as the fundamental values of sportsmanship, civility, and the common virtue of good citizenship.

GOALS

Our goals are to graduate student-athletes who are prepared for a career in their chosen field; comply with both the intent and the letter of NCAA rules and regulations; field teams and individuals that are competitive in their respective conference(s) and bring positive recognition to Missouri State University.

FACULTY ATHLETICS REPRESENTATIVE

The Faculty Athletics Representative (FAR) plays a key role in the oversight of the intercollegiate athletics program at MSU. In such a role, the FAR is in close communication with the President of the University, other members of the central administration, as well as the Director of Athletics and various athletics administrators. The FAR is looked upon to provide advice and input to the Athletics Department on a range of topics, including, but not limited to the following: academic integrity, fiscal integrity, governance and commitment to rules, equity and minority issues, the student-athlete experience, compliance and communication to a wide range of constituencies.

The FAR is appointed by the President of the University and serves as the Chair of the Intercollegiate Athletics Committee. The appointment is at the pleasure of the President. The FAR represents the University at Missouri Valley and Gateway Athletic Conference meetings.

INTERCOLLEGIATE ATHLETICS COMMITTEE

The Intercollegiate Athletics Committee (IAC) shall review and make recommendations with regard to all aspects of the intercollegiate athletics program.

The Intercollegiate Athletics Committee's primary purpose is to serve in an advisory capacity to the University President. The committee will study policies, procedures, programs and issues pertaining to athletics as they affect the student-athletes, the Department of Intercollegiate Athletics staff, the University community, the alumni, the general public, and conference participation. The committee also shall study other matters requested in writing to the Chair by the University President and/or the Director of Athletics.

The membership of the IAC includes one ranked faculty member from each of the undergraduate majors, the Faculty Athletics Representative, one staff member, and one individual from the Student-Athlete Advisory Committee. Ex-officio members of the IAC are the Provost, the Director of Athletics, the Associate Athletics Directors, and the Assistant Athletics Director for Compliance. The IAC is organized into five standing committees: 1) Governance and Commitment to Rules Compliance; 2) Academic Integrity; 3) Fiscal Integrity; 4) Equity, Welfare and Sportsmanship; and 5) Ad Hoc Issues.

ACADEMIC DEADLINES

FALL 2008 DEADLINE DATES

July 16 *	Early registration fee payment deadline
August 5 *	Last day to drop or withdraw from Intersession classes and receive 100% credit (less \$60 for withdrawals)
Aug. 4	Intersession classes begin/Last day to add Intersession classes
Aug. 22	Intersession classes end; Last day to register for fall to avoid late fee
Aug. 25	First Day of Classes
Aug. 20-24 *	Late Registration/Change of Schedule Period
Aug. 21 *	Last Day to Drop or Withdraw from Full Semester or First Block Classes and Receive a Credit of 100% (less \$60 for withdrawals)
Aug. 24 *	Last day to enroll in First Block or full semester classes
Aug. 31 *	Instructor drop deadline for non-attending students in First Block or full semester classes
Sept. 1 *	Labor Day Holiday (No Classes/Offices Closed)
Sept. 19 *	First Block No Penalty Drop, Pass/Not Pass, Deadlines
Oct. 4 *	Last Day to Drop or Withdraw from First Block Classes
Oct. 14	First Block Classes End
Oct. 15	Mid-Semester/First Block Final Exams
Oct. 20	Second Block Classes Begin
Oct. 11 *	Last Day to Register or Add Second Block Classes Last Day to Drop Second Block Classes at 100% (less \$60 for withdrawals)
Oct. 18-19 *	Fall Break (No Classes/Offices Open)
Oct. 24 *	Last day to drop for full semester classes
Nov. 12 *	Last day to drop for Second Block classes
Nov. 20 *	Thursday Evening (4:00 p.m or later) Classes Meet Tuesday Evening Classes Do Not Meet
Nov. 26	Thanksgiving Holiday (No Classes/Offices Open)
Nov. 27-30	Thanksgiving Holiday (No Classes/Offices Closed)
Nov. 30 *	Last day to drop from full semester or Second Block classes
Dec. 11	Last Day of Classes
Dec. 12	Study Day (No Classes / Offices Open)
Dec. 13-18	Final Exams Period
Dec. 19	Commencement - Hammons Student Center

WINTER 2009 SESSION

Jan. 5	Intersession Classes Begin
Jan. 9	Intersession Classes End

SPRING 2009 DEADLINE DATES

Jan. 12	Classes Begin
Jan. 19	Martin Luther King Holiday (No Classes/Offices Closed)
Feb. 16	President's Day Holiday (No Classes/Offices Closed)
Feb. 18	Monday Evening Classes Meet (4:00 p.m. or later) Wednesday Evening Classes Do Not Meet
Mar. 5	First Block Classes End
Mar. 6	Mid-Semester/First Block Final Exams
Mar. 9	Second Block Classes Begin
Mar. 21-29	Spring Break(No Classes)
Apr. 9	Spring Holiday (no classes/Offices Open)
Apr. 10	Spring Holiday (no classes/Offices Closed)
May 7	Last Day of Classes
May 8	Study Day (no Classes)
May 9-14	Final Exam Period
May 15	Commencement - Hammons Student Center

SUMMER 2009 INTERSESSION * stopped here!

May 19	Intersession Classes Begin
May 26	Memorial Day Holiday (No Classes/Offices Closed)
June 6	Last Day of Intersession Classes

SUMMER 2008 SESSION

Dates refer to the full eight week session. Shorter sessions are offered running concurrently with the full session. Contact the Registration Center for deadline dates.

June 9	Classes Begin
July 4	Independence Day Holiday (No Classes/Offices Closed)
July 30	Last Day of Classes
July 31-August 1	Final Exam Period
August 1	Commencement - Hammons Student Center

NCAA ACADEMIC ELIGIBILITY RULES

Initial Eligibility

A student-athlete who enrolls in a Division I institution as an entering freshman with no previous full-time college attendance must meet the academic requirements established by the NCAA and be certified by the [NCAA Initial Eligibility Clearinghouse](#) in order to be eligible for financial aid, practice, and competition during his/her first academic year in residence.

To be eligible to compete, a student-athlete must be:

1. Admitted as a regular degree seeking student.
2. In good academic standing with the University.
3. Enrolled in a minimum of 12 hours and maintain progress toward a baccalaureate degree.

If enrolled in less than 12 hours, a student-athlete is not eligible to compete or practice unless the student-athlete is in his/her "last" semester of enrollment of his/her degree program and is carrying credits necessary to finish his/her degree.

NOTE: Any student-athlete who drops below the 12-hour enrollment will NOT be allowed to compete or practice with the team or participate in sports-related activities. That student-athlete is also jeopardizing future University and athletics financial aid.

Student-athletes are required to make progress toward a degree while maintaining a minimum grade point average. The NCAA defines progress toward a degree as completing a certain percent of the course requirements in the student's specific degree program at specified times. Most majors at Missouri State University requires a minimum of 125 credit hours to graduate with a minimum GPA of 2.0.

NCAA ACADEMIC REQUIREMENTS

The NCAA Academic Requirements are checked and the student-athlete's eligibility is certified prior to the beginning of the fall semester. Once certified, the student-athlete is eligible for the entire academic year, with certain exceptions noted in the individual requirements listed below. If a student-athlete is not eligible for competition at the beginning of the Fall semester, he/she can be certified eligible at the end of the Fall semester if he/she meets the requirements at that time.

ENROLLMENT

A student-athlete must be enrolled as a full-time student to be eligible for practice and competition in any given semester. At Missouri State, full-time status is set at a minimum of 12 hours. However, if a student-athlete is in his/her final semester before graduation, he/she is only required to enroll in the classes needed to fulfill the remaining degree requirements. In this situation, the degree audit is checked multiple times to ensure that no requirements are overlooked.

6-HOUR RULE

A student-athlete must pass a minimum of 6 hours each semester to maintain eligibility for the next semester. For example, if a student-athlete only passes 5 hours in the fall semester, he/she is not eligible for competition during the following spring semester. The same holds true for a spring semester going into the next fall semester. Hours from summer school cannot be used to meet this requirement. Intersession hours also cannot be used toward the total of 6 hours. This rule is an exception to certification for the entire academic year.

Seniors who are exhausting eligibility must pass a minimum of 6 hours during the regular semester in order to be eligible for any post-season competition that occurs after the end of that semester.

Missouri State has added to this rule, stating that all student-athletes must pass a minimum of 6 hours each semester to be eligible to participate in any competition after a conference championship that occurs after the end of that semester. This means that student-athletes in those sports with NCAA championship competition that occurs after the end of one of our semesters will be ruled ineligible to participate if they have not passed at least 6 credit hours in the semester preceding the competition.

24-HOUR RULE

A student-athlete must pass a minimum of 24 hours during their first academic year (Fall/Spring/Summer) with a minimum of 18 hours passed during the fall and spring semesters combined. A maximum of 6 hours can be counted from summer school for the 24-hour rule. This is known as the 75/25 rule because at least 75% of the credit hours for the academic year must be earned during the fall and spring, with a maximum of 25% coming from summer school.

In subsequent years, student-athletes must pass a minimum of 18 hours in the fall and spring semesters combined. Note: Continually passing only the minimum hours required for this rule will cause problems in achieving enough hours to meet progress toward degree requirements as listed later in this section.

MISSED CLASS POLICY

Student-athletes will take into consideration their practice and competition obligations when scheduling classes in order to minimize class absences. Further, student-athletes who will miss class due to participation in intercollegiate athletics will provide advance notice of absences to their instructors and assume full responsibility for academic material covered and assignments made during absences. Coaches will make every effort to schedule photograph sessions, media interviews, athletic training requirements, physical therapy and other sports related activities outside the usual day time class periods.

Each semester the Director of Athletics or Associate Directors of Athletics will review the estimated number of missed classes for each sport with the Faculty Athletics Representative and the members of the Intercollegiate Athletics Committee (IAC.)

GPA REQUIREMENTS - KNOWN AS THE 90/95/100 RULE

The student-athlete must maintain a combined GPA that meets the following requirements:

Upon entering the 3rd semester – at least 90% of the GPA considered to be in good academic standing at the University. At Missouri State, 2.00 is considered good academic standing, therefore a 1.80 GPA is required. This minimum GPA must be maintained to be eligible for the 4th semester as well.

Upon entering the 5th semester – at least 95% of the GPA considered to be in good academic standing at the University. At Missouri State, 2.00 is considered good academic standing, therefore a 1.90 GPA is required. This minimum GPA must be maintained to be eligible for the 6th semester as well.

Upon entering the 7th semester – at least 100% of the GPA considered to be in good academic standing at the University. At Missouri State, 2.00 is considered good academic standing, therefore a 2.00 GPA is required. This minimum GPA must be maintained to be eligible for the 8th, 9th, and 10th semesters as well.

PERCENTAGE REQUIREMENTS - KNOWN AS THE 40/60/80 RULE

Upon entering the 5th semester – the student-athlete must have at least 40% of the listed requirements for a specific degree at the institution at which he/she is a student. At Missouri State, this equals at least 50 hours toward a specific degree.

Upon entering the 7th semester – the student-athlete must have at least 60% of the listed requirements for a specific degree at the institution at which he/she is a student. At Missouri State, this equals at least 75 hours toward a specific degree.

Upon entering the 9th semester – the student-athlete must have at least 80% of the listed requirements for a specific degree at the institution at which he/she is a student. At Missouri State, this equals at least 100 hours toward a specific degree.

Note: General Education courses count toward any degree and are included in the requirements listed above. The hour totals listed above are calculated based on a 125-hour degree. Some degrees require more hours, and therefore will need a higher number of hours to meet the requirement.

PROGRESS TOWARD DEGREE REQUIREMENTS

Student-athletes must pass a minimum of 6 semester hours of coursework in the preceding semester to maintain academic eligibility for the succeeding semester. This coursework is EXCLUSIVE to any intersession coursework completed after the regular semester has been completed.

Thus, in order to compete in the spring semester, a student-athlete must successfully pass a minimum of 6 semester credit hours during the fall semester. In order to compete in the fall semester, a student-athlete must successfully pass 6 semester credit hours of course work in the spring semester.

Summer school credit hours earned may be utilized to fulfill the progress toward degree requirements (24 hours during the previous calendar year) but credit hours earned in the summer MAY NOT be utilized to fulfill the 6 or 18 hours of credit per semester requirement proposed above. All student-athletes should receive pre-approval from an advisor in The Achievement Center or registrars office to ensure summer classes are transferrable.

TRANSFERS

A transfer student-athlete is subject to the previous requirements and can use any degree credits to satisfy the requirements. A transfer student-athlete (foreign or domestic) who initially enrolls as a full time student in any collegiate institution's regular term on or after August 1, 2003 is subject to the 40/60/80 percent academic requirements. (See above)

SUMMER CREDIT HOURS

Summer hours may be used to satisfy the 24 credit hour requirement when certifying a student-athlete entering his or her second (2nd) year of collegiate enrollment. Summer hours may be used to meet the 40/60/80 percent of degree requirements.

NCAA SEASONS OF COMPETITION (FIVE-YEAR RULE)

A student-athlete shall not engage in more than four seasons of intercollegiate competition in any one sport. Those four seasons of competition must be completed within five calendar years from the beginning of the semester in which he/she first registered for full-time enrollment (12 credit hours). Exceptions to the five-year rule include:

1. Time spent in the armed services
2. Time spent on official church missions
3. Time spent with recognized foreign aid services of the US government
4. A one-year extension for female student-athletes for reason of pregnancy

GRADUATE STUDENT-ATHLETES

Graduate students may be eligible to compete if the student has completed a baccalaureate degree at MSU and has not exceeded the NCAA five-calendar-year limitation for eligibility. The student-athlete must also be a full time graduate student enrolled in a specific graduate program or seeking a second baccalaureate degree. At Missouri State University, 9 hours is considered a full time graduate student.

GRADE POINT AVERAGE CALCULATION

Grade point average is calculated by dividing the total credit points earned (A= 4, B= 3, C= 2, D= 1, F= 0) by the total credit hours attempted. The semester GPA is calculated by dividing the credit points earned for the semester by the credit hours attempted for the semester.

REGISTRATION

Student-athletes must complete registration within six calendar days after the first day of classes. If competition occurs during this time period, registration must take place prior to the competition. Student-athletes must be enrolled in a minimum of 12 hours to practice and compete. All registration procedures must take place with the Director or Assistant Director of The Achievement Center for Intercollegiate Athletics. Students who drop below 12 hours can lose their financial aid and health coverage.

GUIDELINES FOR CONDUCT

Student-athletes are one of the most visible groups in the University community due to their public exposure via the competitive arena and the media. Consequently, their actions are often subject to scrutiny by other members of the campus community. Student-athletes are, therefore, placed in a position which requires exemplary behavior, particularly in the classroom.

Basic courtesy and responsibility as a representative of the Athletics Department require that all student-athletes:

1. Treat instructors and classmates with courtesy and respect.
2. Arrive to class on time and not leave early.
3. Be prepared for class.
4. Be attentive in taking notes and active in participating in class discussions.
5. Notify instructors in advance when competition or travel requires missed classes.
6. Discuss with instructors in advance the procedure to be followed if competition necessitates missing an examination or assignment deadline.

When student-athletes do group work with other student-athletes, their behavior invites judgements of student-athletes as a group. The behavior of each student athlete should reflect positively on the Athletics Department in general and specific sports in particular. Behavior has a definite impact on the reputation of the Athletics Department and the attitude the campus community has toward the entire athletics program.

Similarly, student-athletes' conduct will be closely scrutinized during campus events, travel, and competition off campus. Student-athletes are looked upon as role models, particularly by young children, and it is important that personal conduct be above reproach at all times. It is expected that representatives of Missouri State University, either at the University or on road trips, will:

1. Abide by all team rules, training rules, and travel rules as outlined by the head coach.
2. Dress appropriately.
3. Be courteous, patient, and cooperative with fans, officials, community people, and media personnel.
4. Refrain from use of inappropriate language, signs or symbols of unsportsman-like conduct.
5. Refrain from loud, attention-drawing, or discourteous behavior when traveling, staying in hotels, or visiting other campuses.

Student-athletes who do not conform to the stated expected behavior of this code could be subject to discipline. The discipline may range from a warning to dismissal from the team, and/or reduction/withdrawal of athletically related financial aid.

SPORTSMANSHIP STATEMENT

Missouri State University and its conference affiliations within the Missouri Valley Conference, the Gateway Football Conference, Sun Belt Conference and the Mid-American Conference are committed to the ideals of good sportsmanship and fair play. All persons are requested to show respect to the opposing team, game officials and each other. Persons participating in acts of conflict with good sportsmanship are subject to ejection from the facility or event. Cooperation in this matter is greatly appreciated.

CLASS ATTENDANCE/ABSENCES

In keeping with the Intercollegiate Athletics philosophy of "student first, athlete second," the educational experience for the student-athlete will be emphasized at all times. Coaches will make every effort to minimize the student-athlete absences from class and exams in scheduling athletic competitions.

When practice schedules conflict with class schedules, student-athletes are required to attend class. Student-athletes who must schedule classes during practice times shall have their class schedules approved by an academic advisor in The Achievement Center.

All student-athletes are expected to attend all scheduled class meetings. If a class is missed due to a scheduled road trip or home competition, student-athletes should notify their instructor prior to the absence to make plans to complete all work as assigned.

PRACTICE HOURS

In all sports, the following time limits shall apply per NCAA rules:

During the Playing Season- Four (4) hours per day and 20 hours per week with a required day off from any countable athletic-related activities. Exceptions include multi-sport student-athletes who apply the daily and weekly hour limitations separately to each sport in which they participate; and a golf practice round may exceed the four-hours-per-day limitation, but the weekly limit of 20 hours shall remain in effect. There are certain exceptions during vacation periods. Head coaches or an athletic administrator should be consulted with questions.

Outside of the Playing Season - (Sports other than Football.) Outside of the playing season, from the institution's first day of classes of the academic year or September 15, whichever occurs earlier, to one week prior to the beginning of the institution's final examination period at the conclusion of the academic year, only a student-athlete's participation in required weight-training, conditioning and individual skill instruction shall be permitted. A student-athlete's participation in such activities per Bylaw 17.02.1 shall be limited to a maximum of eight hours per week with not more than two hours per week spent on individual skill workouts. All athletically related activities outside the playing season are prohibited one week prior to the beginning of the final examination period through the conclusion of each student-athlete's final exams.

Division I-AA Football. Activities between the institution's last contest and January 1 are limited to weight training, conditioning and game film review. All activities beginning January 1 shall be conducted in accordance with Bylaw 17.11.6.

SKILL INSTRUCTION - (SPORTS OTHER THAN FOOTBALL)

Per Bylaw 17.1.5.2.2, more than 4 student-athletes from the team may be involved in skill instruction with their coaches from September 15 to April 15. Prior to and after, only four student-athletes from the same team may be involved in skill related instruction with their coach(es) at any one time in any facility.

GAMBLING

Per NCAA regulations, staff members of the Athletics Department (coaches, administrators, training room, staff, etc.) and student-athletes cannot knowingly provide information to assist individuals involved in organized gambling activities concerning intercollegiate athletic competition, solicit a bet on any intercollegiate team, accept a bet on any team representing an institution, solicit or accept a bet on any intercollegiate competition for any kind of tangible value (cash, t-shirt, dinner) or participate in any gambling activity that involves professional athletics through a bookmaker, parlay card or any other method employed by organized gambling. If a student-athlete is caught gambling, his/her eligibility to participate in intercollegiate athletics will be jeopardized.

ALCOHOL POLICY

The Department of Intercollegiate Athletics does not condone the illegal or irresponsible use of alcohol. Student-athletes are advised that the legal drinking age is 21 years of age in the State of Missouri. Even students who are of the legal drinking age must abide by the NCAA, the University's General Code, and Student Code rules and regulations relating to alcohol and shall not drink, be under the influence of, or be in personal possession of alcohol during any intercollegiate athletic or campus event, athletic practice, or road trips associated with athletic events.

In addition to the negative health effects associated with alcohol, a student-athlete will be accountable for any alcohol related incidents in which he/she is involved. In such cases, the student-athlete is subject to the Department of Intercollegiate Athletics or team disciplinary action dependent upon the incident having or not having legal implications.

If a student-athlete is involved in an alcohol related incident in which there are no legal consequences, the head coach of that team and the athletic administrator supervising that program will determine, if circumstances warrant, suspension of the student-athlete from practice and/or competition.

TOBACCO POLICY

Per NCAA and MSU policy, the use of tobacco (smoke or smokeless) is prohibited in connection with any intercollegiate team function. A team function is defined as any activity which is held as a team whether it is meetings, practices, games or informal workouts on and off the grounds of Missouri State University. This also includes team related activities in the training room, locker room, and weight training facilities. The Department of Intercollegiate Athletics also strongly encourages its student-athletes to abstain from tobacco use in their private lives. For assistance, contact an athletic trainer for referral to tobacco cessation programs available on campus.

TICKET POLICY

An institution may provide four complimentary admissions per home or away contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.

Complimentary admission shall be provided only through a pass list for any individual designated by the student-athlete. "Hard tickets" shall not be issued. The institution shall be responsible for the administrative procedure, and student-athlete's eligibility shall be affected by the involvement in action contrary to the provisions of NCAA rules and regulations (i.e. receipt of more than the permissible four complimentary admissions or the sale or exchange of complimentary admissions for any item of value).

In addition to the NCAA rules and regulations, a student-athlete cannot pick up his/her student ticket if they are already receiving four (4) admissions via a pass list.

A student-athlete may not receive payment from any source for his/her complimentary admissions and may not exchange or assign them for any item of value.

OFFICIAL (PAID) VISIT

Entertainment/Tickets on Official Visit

An institution may provide entertainment, which may not be excessive, on the official visit only or a prospect and the prospect's parent(s) [(or legal guardian(s))] or spouse and only within a 30 mile radius of the institution's main campus. Entertainment and contact by the representatives of the institution's athletics interests during the official visit are prohibited. It is not permissible to entertain other relatives or friends (including dates) of a prospect at any time at any site.

Student Host

As a student host you serve as an ambassador for our University athletics teams. Your actions should reflect positively on the athletics department of Missouri State University. You have a responsibility to understand and abide by the NCAA Bylaw 13.7.5.5 and institutional regulations.

1. You must be enrolled full time and eligible for athletics competition at Missouri State University.
2. The State of Missouri does not allow the consumption of alcohol for any individual under the age of 21. It is the host's responsibility to discourage such use and report any violations to the coach. A coach may impose a curfew based upon the schedule of the prospect during his/her visit to campus.
3. The use of illegal drugs and any involvement in gambling/gaming activities are strictly prohibited during an official visit to Missouri State University.
4. Missouri State University prohibits the use of strippers or gentleman's clubs or the equivalent during an official visit.
5. Missouri State University will not tolerate sexual harassment by anyone associated with its athletics teams including prospective student-athletes.
6. Several student-athletes may host a prospect but only one student-athlete host may be provided a free meal if restaurant facilities are utilized.
7. Monies may be provided to cover entertainment expenses for both the student host and the prospect. These monies may not be used to purchase alcohol or drugs.
8. No cash may be given to the prospect or anyone else.
9. You may not provide the prospect with gifts of any value (i.e. souvenirs or clothing).
10. You may not use vehicles provided or arranged by any institutional staff member or booster. Do not allow a prospect to use your vehicle. A coach can provide you and the prospect with a ride during the official visit.
11. You may not transport the prospect or anyone who accompanies the prospect on his/her visit
12. You should not allow recruiting conversations to occur off campus between a prospect and a booster. If contact is made inadvertently only an exchange of a greeting is permissible.
13. A prospect may participate in physical workouts or other recreational activities, provided such activities are not organized or observed by the coaching staff and not designated to test the athletic abilities of the prospect.
14. You may receive a complimentary ticket (no hard ticket) when accompanying a prospect to a campus athletics event.

Unofficial Visit - General Restrictions

During an unofficial visit, the institution may not pay expenses or provide entertainment to a prospect, a parent or legal guardian except for a maximum of three complimentary admissions (in Division I, issued expenses or provide entertainment except a maximum of three complimentary admissions (in Division I, issued through a pass list) to an athletics event in which the institution's intercollegiate team competes. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. In Division I, such admissions may provide seating only in the general seating area of the facility utilized for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospect or the prospect's parent(s) or spouse in the facilities press box, special seating box, or bench area is specifically prohibited in Division I.

Reserving Game Tickets.

An institution may not reserve tickets in addition to the permissible complimentary admissions to be purchased by a prospect (or individual accompanying the prospect) on an unofficial visit. Tickets may be purchased only in the same manner as any other member of the general public. All ticket requests and questions are handled by the athletics ticket manager. The ticket office has locations in the Hammons Student Center, Juanita K. Hammons Hall, Plaster Student Union, Craig Hall and Plaster Sports Complex (only on days of football games). Current students may take their valid zip card to any ticket office location and receive a complimentary admission ticket.

MSU EQUIPMENT/APPAREL POLICY

All equipment and uniforms utilized by Missouri State sports teams and staff members are the property of Missouri State University. Donated items are not exempt from this policy or the student-athlete equipment retention policy. Equipment managers and/or coaches, depending on the sport, must maintain a Missouri State University Equipment /Uniform Issue Card for each student-athlete who will receive any equipment, uniform or practice item. Each item must be individually noted on the card with required information. Student-athletes must initial for receipt of each item and sign the card. These cards are to be retained by the equipment manager or coach and should be updated any time additional items are issued. The equipment manager or coach (or designee) will be required to maintain a complete inventory system (spreadsheet) of all apparel and equipment items and kept current at all times. In addition, upon return of a student-athlete's equipment and/or apparel, the student-athlete and the equipment manager or coach (or designee) will sign each issue card to reflect the final disposition of returned and non-returned items. Used equipment may be purchased by the student-athlete on the same cost basis as any other individual interested in purchasing such equipment. A student-athlete may retain apparel at the end of each year of participation if the apparel is not usable by another student-athlete and if the individual sport budget can afford not to keep the apparel for use the following year. Any apparel retained by the student-athlete should be recorded on the Missouri State Equipment/Uniform Issue Card as well as any equipment item purchased. Everything must be accounted for at the end of the academic year. If an item is lost or damaged, a minimum \$25.00 fee is charged to the student-athlete or the actual value of the item should it be greater than \$25.00. If not paid, the student-athlete will be encumbered not allowing for registration, release of transcripts, etc.

STUDENT-ATHLETE APPEALS POLICY AND PROCEDURES

Missouri State University is committed to conducting its intercollegiate athletics programs in a manner that will enhance the physical and educational welfare of all student-athletes. All student-athletes will be treated fairly and equitably. Pursuant to applicable NCAA legislation, the following appeals procedures will be utilized when a student-athlete feels he/she has been treated unfairly. The Student-Athlete Appeals Committee is established to meet the requirements of NCAA Bylaws 13.1.1.3.1 and 14.5.2.10(d) as well as other issues related to the health and welfare of student-athletes.

The intent is to ensure an institutional appeals process for student-athletes: (1) when the institution denies the student-athlete permission to contact other institutions about transferring, (2) when the institution will not provide the certification of no objection to the student-athlete transferring and immediately being eligible pursuant to the one-time transfer exception. The Appeals Committee may serve on other matters under the jurisdiction of the intercollegiate athletics program at the request of the Director of Athletics or the Faculty Athletics Representative. The Appeals Committee will not deal with matters related to athletically-related financial assistance. Pursuant to NCAA Bylaw 15.3.4.1.3, financial aid appeals will be handled by the MSU Director of Financial Aid and its Appeals Committee.

Composition

The Student-Athlete Appeals Committee shall consist of a minimum of five members of the Intercollegiate Athletics Committee, including the Faculty Athletics Representative who shall serve as chair and shall appoint other members of the committee. The remaining committee members shall include two members of the faculty, one student-athlete representative, and one other voting member of the Intercollegiate Athletics Committee. Athletics Department staff members may not serve on the committee.

The Appeals Committee for hearing a student-athletes complaint regarding the reduction and/or cancellation of athletic aid is the Director of Financial Aid (chair).

The Faculty Athletics Representative, in soliciting participants for the Appeals Committee, will inform potential members of the identity of the complainant. Any member who has personal knowledge of the circumstances surrounding the appeal should excuse herself/himself so both fact and appearance of impartiality is assured. Should it be impossible to secure the requisite number of impartial individuals from the Intercollegiate Athletics Committee, the Faculty Athletics Representative shall select additional participants from the faculty at large and the Student-Athlete Advisory Committee. Under any circumstances, the Faculty Athletics Representative may deem it appropriate to expand the size of the Appeals Committee.

Jurisdiction

The Appeals Committee shall preside over appeals concerning NCAA Bylaws 13.1.1.3.1 and 14.5.5.2.10(d), and other matters normally within the jurisdiction of the Intercollegiate Athletics Program as requested by the Director of Athletics, or as referred by the Faculty Athletics Representative.

Standard of Review

In matters concerning the above-mentioned NCAA Bylaws, the Appeals Committee can overturn the decision of the Athletics Department only if the petitioner can show the decision was clearly unreasonable.

Preliminary Procedures and Conciliation

Any matter related to NCAA Bylaws 13.1.1.3.1 and 14.5.5.2.10(d) shall be heard by the Appeals Committee upon written request of the student-athlete. On other matters, the student-athlete shall first submit to the Faculty Athletics Representative a written request for initiation of informal conciliation procedures. The Faculty Athletics Representative shall meet with the student-athlete and his/her representative and the involved Athletics Department personnel in an effort to resolve the dispute. After such conciliation efforts, the Faculty Athletics Representative may determine the original decision was not manifestly unreasonable, may recommend a change in position of the athletics administration, or may refer the matter to the Appeals Committee. If the Faculty Athletics Representative determines the original decision was not clearly unreasonable, the matter shall be considered concluded.

At the time the student-athlete requests a hearing of the Appeals Committee pursuant to NCAA Bylaws 13.1.1.3.1 or 14.5.5.2.10(d) or at the time the Faculty Athletics Representative informs the student-athlete that a complaint is being referred to the Appeals Committee, the hearing procedures will be explained to the student-athlete.

Normally, the hearing will be held within two weeks of receipt of a written request from the student-athlete, or within two weeks of the conclusion of conciliation efforts. Requests submitted during final exam week, between semesters or during the summer will be handled by the Faculty Athletics Representative as expeditiously as possible.

Hearing Procedure

Chair (Faculty Athletics Representative) introduces himself/herself and indicates his/her role in conducting the hearing.

Announcement that hearing is being recorded.

Introduction of all persons present at hearing, including non-participants.

Statement for purpose of hearing.

Reading of the applicable NCAA rule(s).

Announcement that the principals of the hearing may speak privately with advocates who are present in the hearing room but each must speak for himself/herself during the hearing.

The student-athlete will present his/her statement first at which time the coach/athletics administrator will be provided to ask questions of the student-athlete. The Appeals Committee will then ask questions of the student-athlete.

Following the presentation by the principals, the Appeals Committee will be given an opportunity for final questions. At this point the student-athlete and coach/athletics administrator may give concluding comments.

Following any concluding remarks, the principals and visitors will be asked to leave the room to allow the Appeals Committee to deliberate and render a decision. After a decision has been reached, the chair will invite the principals before the Committee and the decision will be announced. The decision of the Committee is final.

In the event the Appeals Committee cannot reach a decision on the day of the hearing, the Chair will advise the principals of the progress of the deliberations and communicate the Committee's decision as soon as possible, no later than 48 hours from the conclusion of the hearing.

The Chair will prepare the necessary paperwork to document the proceedings and will provide written communication to the principals of the Appeals Committee's decision. He/she will report all appeals and their disposition (without names) to the Intercollegiate Athletics Committee at the next regularly scheduled meeting.

SEXUAL HARASSMENT POLICY

MSU reaffirms the principle that its students, faculty, and staff have a right to be free from sexual discrimination in the form of sexual harassment by any member of the campus community as prescribed in this policy.

Sexual harassment is defined as verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or educational environment.

The following behaviors may constitute sexual harassment. This is not an exhaustive list of such behaviors, but examples:

(1) Verbal Behavior

- * Continuous idle chatter of a sexual nature;
- * Sexual slurs, innuendoes, or other comments about a person's clothing, body, and/or sexual activities;
- * Lewd remarks or suggestive sounds such as whistling, wolf calls, or kissing sounds;
- * Implied or overt threats if sexual attention is not given;
- * Repeated unsolicited propositions for dates and/or sexual intercourse.

(2) Physical Behavior

- * Unwanted physical contact such as patting, pinching, stroking, or brushing up against the body;
- * Attempted or actual kissing or fondling;
- * Physical assaults;
- * Coerced sexual intercourse;
- * Rape.

(3) Gestures

- * Sexual looks such as leering and ogling with suggestive overtones;
- * Staring at a person's sexual body parts;
- * Continuous and unwelcome flirting.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between faculty and students. While a particular interaction must be offensive and unconsented, to be defined as sexual harassment, authority should be sensitive to the questions about mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

Any employee or student who believes that he/she has been harassed should report the alleged act immediately to the University's Equal Opportunity Officer, the appropriate supervisor, or the department head. Based on the nature of the complaint, the complainant will be made aware of alternative resolutions to the situation.

The Equal Opportunity Officer should be made aware there was a reported incident of sexual harassment even if the complainant decides to use other methods or options with the Equal Opportunity Officer in filing a grievance. Confidentiality will be respected and anonymity preserved whenever possible and requested. All options under Section IX, Grievance Procedures, are available to students or employees alleging sexual harassment. The University shall take action immediately to ensure the alleged behavior does not recur during the grievance procedure, and there is not retaliation against the complainant. Gender harassment is less specific than sexual harassment, but more widespread. Consisting of "sexist or stereotyped assumptions about a gender group" verbalized to or in the presence of an individual belonging to that group, gender harassment is most serious when the offender is perceived to be in a position of authority in relation to the offended; for example, between faculty and student, faculty and staff, senior faculty/staff and junior faculty/staff, or employer and employee. Administrators, supervisors, and senior faculty members should set the tone in departments and offices at a professional level such that every person is free from sexual and gender harassment.

STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee (SAAC) was formed during the 1990's in an effort to enhance communication between student-athletes, coaches, and administrators as well as provide a vehicle for the formulation of programs and policies to promote student-athlete welfare. Darren Wienberg and Casey Comoroski are the staff advisors for SAAC. Athletics administrators and the Faculty Athletics Representative attend meetings periodically or as requested. Each sport will have one delegate and an alternate. Below are the Bylaws and Constitution for the Student-Athlete Advisory Committee.

SAAC BYLAWS AND CONSTITUTION

PREAMBLE

We, the members of this organization, do ordain this Constitution of the Student-Athlete Advisory Committee, of Missouri State University, Springfield, Missouri as the Constitution for the members of the SAAC in accordance with the rules and regulations of Missouri State University, the laws of the state of Missouri and the laws of the United States of America.

MISSION STATEMENT

The mission of the Missouri State University Student-Athlete Advisory Committee is to support and encourage each student-athlete toward achieving his/her best performance academically, athletically, and socially. The SAAC, in accordance with the MVC and National SAAC, strives to achieve the following goals:

- The promotion of opportunity for all student-athletes
- The enhancement of student-athlete welfare
- The encouragement of a positive student-athlete image
- The unification of all sports teams into a cohesive athletics program
- The participation in community outreach by student-athletes and coaches

ARTICLE I - Purpose of the Organization

Student-Athlete Advisory Committee (SAAC) is to be the name of this organization.

As the purpose/goals/objectives of this organization, members of the Student-Athlete Advisory Committee shall:

1. Serve as liaison between the athletic teams and the Office of Student Development and Life Skills in the development of support services and enrichment programs for student-athletes.
2. Emphasize academic opportunities and responsibilities of student-athletes in their college experience.
3. Encourage student-athletes to apply what is learned in athletics to their course of study and ultimately to their career development.
4. Assist in the implementation of orientation programs for student-athletes.
5. Promote positive relationships between student-athletes and staff/faculty of the University and residents of the community.
6. Assist in the implementation of programs that will promote a positive image of inter-collegiate athletics and the student-athlete.
7. Generate a high level of school spirit and pride among the student-athletes, general students, and faculty.

ARTICLE II - Membership

It is the policy of Missouri State University and the Student-Athlete Advisory Committee not to discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University.

Membership is open to all student-athletes upon approval of the head coach.

Qualification for membership:

1. The student-athlete must meet the NCAA academic eligibility standards.
2. Committee members must be full-time student-athletes listed on the coach's eligibility roster (active or inactive). Inactive student-athletes are defined as those currently red-shirting or medically unable to participate.
3. There will be one representative and one alternate for each team serving on the Committee during each academic term, except the football team who will have a defensive and offensive representative and the track and field and cross country team will have one representative from each team.
4. The current team representative will look for a new representative for their sport their senior year if they can no longer serve as their team representative. If a replacement cannot be found, the team coach will be notified and one person will be appointed.

ARTICLE III - The Executive Officers

1. President--Shall preside over all Advisory Committee meetings and shall perform various duties as they arise.
2. Vice-President--Shall act in the absence of the President.
3. Secretary/Treasurer--Shall be responsible for taking minutes at each meeting and preparing any documents requested from the President. Shall be responsible for financial matters related to the committee.
4. Selection of Officers--Will be nominated by committee members one meeting prior to the election.
5. A vote may be cast before the actual voting day if someone cannot be present at the meeting.
6. Officers selected will serve one academic year.
7. A majority vote of the members will be used as the selection process for officers. Vote is taken by secret ballot. Twelve of the 20 representatives must be present to vote.
8. Executive officers must resign if they are on academic or disciplinary probation or if they do not meet NCAA requirements.
9. Seniors cannot run for office positions. Officers can hold the position for a two-year term.

ARTICLE IV - Committees

Members of SAAC will serve on the following subcommittees of the IAC - Governance and Rules Compliance, Academic Integrity, Fiscal Integrity, Equity Welfare and student-athletes.

ARTICLE V - Resignation and Impeachment

An officer must submit written resignation to the committee. If a member feels impeachment is necessary, written documentation explaining the situation must be presented to the committee and a vote will be taken.

ARTICLE VI - Meetings

1. Regular meetings will be held twice a month. Meetings with officers will be held prior to each meeting with the SAAC Committee advisors.
2. A quorum shall occur if 12 of the 20 representatives are present at the meeting. If a representative is absent 3 or more times, a meeting will occur with the officers and advisors to vote on the continuation of that membership.
3. Secretary shall take roll and meeting minutes at each meeting. Each meeting is an "open" meeting.
4. All fund raising activities will follow athletics fund raising procedures and must be granted approval from the committee advisors.
5. No expenditures can be made without the approval of the advisors.

ARTICLE VII - Amendments to Constitution

Amendments to the SAAC constitution may be proposed to the committee in written form at a regularly scheduled meeting.

* All amendments must be passed by a majority vote of active membership.

ARTICLE VIII - Ratification

The constitution becomes valid with a majority vote.

ARTICLE IX - Empowerment

The constitution takes effect as soon as it is voted upon and approved.

REPRESENTATIVE OF ATHLETIC INTERESTS - "COMMONLY KNOWN AS A BOOSTER"

The NCAA allows student-athletes some access to representative of athletic interests (hereafter called a booster). However, all student-athletes must follow the guidelines set forth in Bylaw 13.02.13 regarding to their relationship with such representatives. Boosters are individuals who are known or should be known by members of the University to have acted in the best interests of the Athletics Department in some manner. Such actions would involve being a member of the Bears Fund, making any kind of donation to an athletic team, or promoting an athletic program. Any individual who becomes a representative of athletic interests retains this identity indefinitely.

AMATEURISM - PROFESSIONAL AGENTS

It is necessary that each student-athlete understand the NCAA regulations related to professional sport agents and teams. Violations of this rule could have serious consequences for the student-athlete and the University.

NCAA rules prohibit a student-athlete from agreeing, verbally or in writing, to be represented by an agent or professional organization in the marketing of athletic ability or reputation until after completion of the student-athlete's last competition (post-season included); negotiating or signing a contract in any sport in which the student-athlete still wishes to compete at an NCAA institution; accepting payment of expenses or gifts of any kind from an agent; receiving preferential benefits or treatment (loans with deferred pay-back options) because of skill, reputation or payback potential as a professional athlete. If you have any questions concerning participation in a professional draft or involvement with an agent, please contact your coach, an administrator or the Office of Athletics Compliance.

THE ACHIEVEMENT CENTER FOR INTERCOLLEGIATE ATHLETICS (ACIA)

The Achievement Center staff works as a team to monitor the academic progress of all MSU student-athletes. The staff maintains records which include majors, cumulative hours, GPA, progress toward a degree, registration, and other progress toward degree standards.

The Achievement Center staff works with all 16 MSU athletic teams. They are responsible for monitoring, dropping/adding courses, changing/declaring a major, maintaining a minimum full-time enrollment and other requirements in compliance with NCAA regulations. The Achievement Center staff monitors every aspect of each student-athlete's academic progress toward degree, and works closely with the Admissions Office, Records/Registration, University Advisement, coaches and MSU faculty/staff. Designed to assist the student-athlete in academic and interpersonal areas, The Achievement Center also provides tutors for student-athletes when necessary. The Achievement Center provides comprehensive support services for student-athletes through academic and career counseling, and in assisting student-athletes in balancing their academic and athletics demands.

STUDY HALL

It is the responsibility of The Achievement Center staff to coordinate and monitor the athletics study hall. Each student-athlete has the opportunity to obtain study hall hours during the following times on their own schedule: Sunday evening 6:00 p.m. - 9:00 p.m., Monday-Thursday from 8:00 a.m. to 10:00 p.m. and Friday 8:00 a.m. to 3:00 p.m. The evening study hall sessions have tutors from various disciplines available.

First semester freshmen and transfer student-athletes, those with poor academic performance, and those student-athletes who The Achievement Center staff and coaches feel could benefit are required to attend study hall. Attendance is recorded daily by computer and reported to coaches weekly. An environment conducive to study is guaranteed by utilizing The Achievement Center which is located in the Forsythe Athletics Center.

TUTORIAL ASSISTANCE PROGRAM

In addition to providing an atmosphere for studying, The Achievement Center staff offers tutoring assistance for any student-athlete. The tutors are selected on the basis of their educational training and ability to instruct. To secure the assistance of a tutor, a student-athlete should contact his/her athletic academic advisor.

WEEKLY ACADEMIC REPORTS

The Achievement Center staff meets weekly with freshmen, transfer students, and those students with poor academic performance. Class progress, study habits, tutor needs and other academic and personal concerns are covered in each meeting. A report for each student-athlete is given to the coaches weekly.

CHAMPS/LIFE SKILLS

The CHAMPS/Life Skills program was created to support the student development initiatives of MSU student-athletes and to enhance the quality of the student-athlete experience within the university setting. The Assistant Athletics Director - Compliance works to provide the student-athlete with instructional materials and supplemental resources, which support a student-athlete's development in five areas: academics, athletics, personal development, career development and community service. Working with many of the resources on campus, coaches and the Student-Athlete Advisory Committee, the CHAMPS/Life Skills program strives to help the student-athlete develop in all aspects of the college career.

ATHLETIC TRAINING SERVICES

MISSION STATEMENT

To provide all student-athletes at Missouri State University access to the highest quality athletic medical care available in the Springfield area.

FACILITIES

Forsythe Athletics Center Athletic Training Room

The main athletic training room is located in the Forsythe Athletics Center. This state-of-the-art athletic training facility is used as the primary location for all treatment and rehabilitation of injuries sustained during athletics participation. This facility maintains an extensive collection of modalities. All treatment and rehabilitation appointments are scheduled around the student-athlete's class schedule. The normal hours of treatment are from 7:00 a.m. to 12:15 p.m. Monday through Friday. The athletic training room is then open until the end of the last athletics practice or event. It will also be open as needed for events or practices. The phone number is 836-5461.

Hammons Student Center Athletic Training Room

This athletic training room is located on the bottom floor of the Hammons Student Center. Its main purpose is that of pre- and post-practice and event care for the teams housed in Hammons Student Center. These include men's and women's basketball, volleyball, softball, and men's and women's swimming. This athletic training room is open based around the numerous practice times and events scheduled. The phone number is 836-5033.

Hammons Field Athletic Training Room

This athletic training room is located in the east building at Hammons Field. Its main purpose is that of pre- and post-practice and event care for baseball.

Taylor Health and Wellness Center-General Illness Clinic

Taylor Health and Wellness Center is available for appointments Monday through Friday from 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. All appointments must be scheduled through the athletic trainers, and a referral slip must be signed by an Athletic Trainer.

POLICIES AND PROCEDURES

General Policy

The Athletic Medicine staff consists of team physicians, athletic trainers, and other health-care professionals. Medical specialists with the University and community are utilized on a referral basis. Under the direction of the team physicians, athletic trainers are involved in the care of all illnesses, injuries, and/or conditions affecting the physical or mental status of a student-athlete, especially if the condition affects the individual's ability to participate in athletics. The team physicians have sole responsibility for athletic participation, treatment programs, treatment protocols, and criteria for return to competition. The student-athlete is responsible for reporting all injuries and illnesses to the athletic training staff as soon as possible.

The following are important medical policies and procedures of our intercollegiate athletic programs:

1. The Intercollegiate Athletic Medical program is under a specific referring procedure to the Taylor Health and Wellness Center, Medical Specialists, and/or Team Physician by supervision of the athletic trainers and staff.

2. All students participating in intercollegiate athletics must complete and pass a physical examination given by physicians designated by Athletic Training Services prior to competition. The examination is good for one school year.
3. All student-athletes, prior to participating in intercollegiate athletics, must complete and sign a Medical History Questionnaire, HIPAA informational release form, an insurance information form, and provide a copy of their current insurance card.

A complete history of all significant injuries sustained prior to enrolling at MSU must be reported. If a student-athlete had previous attention by a physician or other healthcare professional, a report of such should be forwarded to the MSU Athletic Trainers. (If any follow-up healthcare is not completed, then the Athletic Trainer may revoke the right of the student-athlete to participate).

4. All student-athletes will sign a Release of Information Authorization which gives the student-athlete's consent to release medical information to all parents, health care professionals, administrators, coaches, and media involved with Missouri State University. It is understood that this release involves only the medical information needed to assist Missouri State University in determining participation status.
5. The Missouri State University Intercollegiate Athletics Program provides coverage but requires a student-athlete's insurance to pay its limits initially in case of illnesses or injuries sustained during supervised practices or competitions. If the student-athlete is not covered by personal health insurance, the University will consider rendering costs up to \$75,000 per injury according to policy. Coverage will be maintained for care on pre-existing conditions, optometric and dental injury, as NCAA regulations will allow. The University through the NCAA does provide a minimal catastrophic policy for expenses above \$75,000.
6. Any appointments with physicians, dentists, medical specialists, or other healthcare professionals will be made with a written referral through the athletic trainers or personnel designated by the athletic trainers. Any medical expenses or bills accumulated in any other manner are the sole responsibility of the student-athlete and his/her parent(s) or guardian(s).
7. Each student-athlete at MSU is required to report all injuries and illness to the Athletic Trainer in charge of his/her sport. If it is an emergency or illness during the night, call the Athletic Trainer in charge of the sport. If he/she cannot be reached, contact any of the staff athletic trainers.
8. If it is an immediate emergency and a student-athlete is unable to reach an athletic trainer, he/she should report to St. John's Hospital Emergency Room. Request Brian Mahaffey, MD for all illnesses or injuries. If the injury is of bone, muscle, or joint in nature, please request Richard Seagrave, MD, Scott McMurray, MD, or Thomas Kelso, MD. Please contact your Athletic Trainer or any staff athletic trainer immediately.
9. MAKE IT A PRIORITY TO CONTACT AN ATHLETIC TRAINER AND/OR LEAVE A MESSAGE CONCERNING A MEDICAL CONDITION!!

PRACTICE POLICIES FOR INJURED OR ILL ATHLETES

Every student-athlete will dress ready for practice unless excused beforehand by the athletic trainer. If injured to the extent he/she cannot dress for full participation, but available only for limited work, student-athletes, will still be required to report to all practice sessions on time and in the uniform suggested by the Athletic Trainer. Injured players may be assigned special exercises to enhance recovery time and maintain conditioning. These exercises are to be done on the field or court under the supervision of the Athletic Trainer or designated personnel. Student-athletes should not leave the practice field or court because of an injury or illness without permission from the Athletic Trainer. Failure to complete assigned exercises will be reported to the coaching staff.

TREATMENT OF INJURIES

Injured student-athletes will report to the Forsythe Athletic Center Training Room for treatment or rehabilitation as scheduled by the Athletic Trainer. Treatment times are from 7:00 a.m. to 12:15 p.m. Monday through Friday, and in the afternoon and evenings as designated by the Athletic Trainers. Holiday and weekend treatments are made upon arrangement by the Athletic Trainers. It is the responsibility of the student-athlete to schedule treatment appointments around his/her class schedule and to reschedule daily until released from treatment by your sport Athletic Trainer. Failure to report for treatment or failure to complete the prescribed treatment at an appointed time will be reported to the coaches.

TAPING

All taping will be done by the athletic trainers according to the needs and demands of the practice or competition. Scrap tape will be provided in scrap tape buckets.

University sexual harassment and discrimination policies will be adhered to according to University policy.

ATHLETIC TRAINING ROOM RULES

The following rules are in effect for all athletic training rooms. Student-athletes are requested to make an effort to follow them so they can be served efficiently.

1. DO NOT wear cleated shoes or track spikes of any type in the athletic training room.
2. DO NOT dress or undress in the athletic training room. Leave any clothing you do not need during treatment or examination in your locker or in the designated waiting area.
3. Men and women must wear gym shorts at all times while in the athletic training room. Women must wear an appropriate top.
4. Wait for assistance from an athletic trainer in the waiting area before entering into other areas of the athletic training room.
5. There are no self-treatments. All taping, bandaging, and padding will be done by the athletic trainers.
6. DO NOT remove equipment or supplies from the athletic training room without permission of an athletic trainer. There are designated supplies available for your use.
7. There will be no horseplay or improper language or unnecessary confusion.
8. DO NOT use the athletic training room equipment or supplies without permission.
9. After practice, please shower before routine treatment of wounds, cuts and abrasions. Please assist in keeping the athletic training room clean.
10. Return all equipment (wraps, crutches, etc.) as soon as possible to avoid being charged for them.
11. Please do not hang out in the athletic training room. Be present only if you have business there.

12. If you are more than 10 minutes late for therapy appointment, you will be reported as a "no show" and may not receive your needed treatment. If you know that you will not be able to keep your appointment, or will be late, call the athletic training room (836-5461). Reschedule your appointment for the next day at this time.
13. It is your responsibility to reschedule for treatment the next day unless otherwise indicated by the athletic trainers.

TREATMENT CHARGES

If injured and receiving care in the athletic training room, student-athletes will be billed for such services in accordance with state and federal insurance laws and regulations. These services may include any healthcare treatment, diagnostic testing, exercise protocols, education, bracing, casting, or x-rays. Bills must be filed through your insurance company. If not covered by insurance, a letter of explanation from the insurance company must be sent to Athletic Training Services. All payments need to be forwarded to Athletic Training Services. Failure to do so could result in an NCAA violation that could jeopardize your scholarship and status as an athlete. Balances not covered by the student-athlete's insurance company will be covered by University policy. Student-athletes or their parent(s)/guardian(s) will not have any out-of-pocket expense for approved athletically-related medical expenses.

OPTICAL INJURIES

Coverage for optometric care will be maintained as allowed by NCAA regulations. Contacts, glasses, and safety goggles are covered under these regulations. If contacts are lost or glasses are broken during athletic participation, the athletic training staff or coaches need to be notified immediately. Expense for the replacement lenses or glasses will be processed through the student-athlete's insurance, and any remaining balances will be paid by the Athletics Department according to policy. If a student-athlete is not covered by such insurance, a letter to that regard must be on file to allow University payments to proceed.

GENERAL ILLNESS

If a student-athlete becomes ill during the academic year, he/she should report to the athletic training room where certain over-the-counter medicines can be dispensed by the Athletic Trainers. If the athletic trainer feels an appointment to see a physician is warranted, one will be made. The student-athlete will be required to take a referral slip signed by an Athletic Trainer to the appointment. If this is not taken, the expense for the appointment, testing, or prescriptions will be at the student-athlete's expense. There are no exceptions to this. If a student-athlete misses an appointment at Taylor Health and Wellness Center without calling, a \$15.00 fee is charged to their University account. This policy applies to all students at the University.

After scheduled appointments, the physicians then will communicate the extent of an illness to the athletic trainers.

RETURN TO PLAY POLICY

The Missouri State University Team Physician and/or Athletic Trainer, has the final authority in deciding if and when an injured student-athlete may return to practice and/or competition. A student-athlete's private physician does not have jurisdiction as to the participation status of the student-athlete. Any student-athlete seen by a physician other than the MSU Team Physician, must return to the athletic training room for follow-up and acquire final clearance prior to active participation status. If a student-athlete is under the care of a private physician for an injury or illness and the physician's treatment precludes or alters activity in intercollegiate athletics, the student-athlete must secure, in writing, a release to reinstate the student-athlete to full participation. No student-athlete will be allowed to return to participation until ATS has received a release from the private physician and the student-athlete is examined by a MSU Team Physician and cleared for participation.

EXCLUSIONS AND LIMITATIONS

MSU Athletics Department's medical coverage WILL NOT apply to the situations indicated below. This list is not all-inclusive.

1. Injuries/illnesses that are not the direct result of intercollegiate athletics participation during the dates of the primary competitive season and designated off-seasons as approved by the Director of Athletics according to NCAA regulations.
2. Experimental procedures.
3. Cosmetic surgery or procedures, unless directly related to an athletics injury.
4. Hospital room and board charges in excess of the semi-private room rate unless hospitalized in an intensive care unit.
5. Injuries/illnesses that are a result of intramural, club sports and recreational activities (non-intercollegiate activities), as well as training/conditioning activities that occur outside the primary competitive season and designated off-season periods.
6. Injuries/illnesses that are recurrences of old injuries/illnesses which were sustained before participation in the intercollegiate sports program without prior physician clearance.
7. Any tests and/or consultations needed to gain approval for participation in the intercollegiate athletic program.
8. Expenses for athletic injuries incurred after completion of the student-athlete's intercollegiate athletic eligibility.
9. Medical expenses beyond the limitations and exclusions of, or not covered by the MSU Department of Athletics insurance policy.

The importance of having some form of personal health insurance coverage cannot be overemphasized. Medical bills resulting from the aforementioned activities will be submitted to the student-athlete's primary medical insurance. Any unpaid balances are the responsibility of the student-athlete and/or the student-athlete's parent(s)/guardian(s).

The Master Policy on file at the University contains all the provisions, limitations, exclusions, and qualifications of the MSU Athletics Department's insurance policy, some of which may not be included in this information unless MSU is self-insured. If any discrepancy exists between this information and the policy, the Master Policy will govern and control the payment of benefits.

OVER-THE-COUNTER MEDICATION PROCEDURES

All over-the-counter (OTC) medications will be stored in a locked room within the Athletic Training Room and the HSC Arena Athletic Training Room. Only Athletic Trainers and MSU Team Physicians will be permitted to access the medication supply. All medications given to student-athletes must be entered into the Med Log computer program.

CONTACT LENS POLICY

Student-athletes in need of an eye exam/contact lenses during the student-athlete's competitive in-season will be referred to a doctor or OD by an MSU Athletic Trainer. If applicable, student-athletes will receive a six-month supply of contact lenses. One (1) pair of lenses will be kept by the student-athlete's Certified Athletic Trainer in case of an emergency. Student-athletes may not:

- * Schedule an appointment without prior authorization and the proper referral from an MSU athletic trainer;
- * Receive colored and/or novelty contact lenses;
- * Receive glasses/sunglasses in lieu of contact lenses; and/or
- * Receive more than a six-month supply of contact lenses at any one time.

Student-athletes wishing to receive contact lenses during their off-season/non-competitive in-season must pay for the lenses themselves.

DENTAL CARE

Custom molded mouthpieces are made available to be fitted for student-athletes participating in high-risk sports (e.g. football, soccer, basketball, field hockey, etc.) and other student-athletes who express a desire for them.

Missouri State University will assume financial responsibility for dental care resulting from the direct participation in the intercollegiate athletics program as approved by the Director of Athletics according to NCAA regulations. As with other injuries, this insurance is SECONDARY to, or in excess of, personal family medical insurance coverage.

Missouri State University WILL NOT pay for general dental treatment (e.g. cleaning of teeth, treatment of cavities, etc.). In addition, MSU and its medical and catastrophic insurance program WILL NOT assume financial responsibility for dental injuries, head and facial injuries, and/or mild traumatic brain injuries (concussions) if the student-athlete is not properly wearing his/her mouthpiece at the time of injury. Medical bills associated with such injuries will be the sole responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

NON-SPORT RELATED INJURY/ILLNESS PROCEDURE

MSU Athletics Department may assume financial responsibility for injuries and illnesses that are not directly related to participation in the intercollegiate athletics program (e.g. colds, cough, flu, etc.) at the discretion of the Director of ATS.

* Such injuries and/or illnesses must take place during the student-athlete's primary competitive in-season and must be serious enough to preclude the student-athlete's participation in his/her sport.

* MSU Athletics Department WILL NOT assume financial responsibility for injuries and/or illnesses that DO NOT take place within the student-athlete's academic semesters/holiday breaks prior to their NCAA athletic eligibility ending. Medical bills associated with such injuries and/or illnesses will be the sole responsibility of the student-athlete and/or his/her parent(s)/legal/guardian(s).

TRANSPORTATION OF STUDENT-ATHLETES POLICY

Although the MSU Athletic Training Staff will make every reasonable effort to arrange transportation and/or accompany student-athletes to doctor's appointments, diagnostic tests, surgeries, etc., this may not be possible in all situations and it is not the responsibility of any athletic training student and/or member of the MSU Athletic Training Staff to use personal transportation to transport a student-athlete. Therefore, the policy of the Missouri State University Athletic Training Staff with regards to the transportation of student-athletes to doctor's appointments, diagnostic tests, surgeries, etc. will be:

- * MSU athletic training students are not to transport student-athletes under any circumstances.
- * MSU athletic training students wishing to accompany student-athletes for educational purposes may ride as passengers. If the student-athlete has a viable means of transportation, he/she will be responsible for his/her own transportation to and from the appointment.
- * If a student-athlete does not have a viable means of transportation and/or is not able to drive due to an injury/illness, a MSU staff athletic trainer and/or graduate assistant athletic trainer will make every effort to transport the student-athlete in the most timely manner.

Due to the time sensitive nature of some appointments and restrictions in an athletic trainer's availability, members of the coaching staff may be asked to assist with the transportation of student-athletes.

PHYSICIANS REFERRALS/CONSULTATIONS

MSU has fostered positive relationships with many medical providers in the Springfield area who have consistently provided high quality service to MSU student-athletes. Members of the MSU Athletic Training Services Department will refer student-athletes to these providers, unless extenuating circumstances necessitate a different provider.

All student-athletes must be seen and evaluated by a MSU Athletic Trainer before a referral to a physician will be made. A MSU Athletic Trainer must authorize and properly refer all student-athletes to see a physician or medical consultant, and/or for a diagnostic test. If a student-athlete decides to see a physician/medical consultant, and/or undergo a diagnostic test WITHOUT prior written authorization/referral from a member of the MSU ATS, the student-athlete and/or the student-athlete's parent(s)/guardian(s) will be financially responsible for any and all medical bills incurred, and second opinions are at the expense of the student-athlete or parent(s)/guardian(s).

MEDICAL SECOND OPINIONS

If a student-athlete and/or his/her parent(s)/guardian(s) desire a second opinion on an injury/illness, a MSU Athletic Trainer may make arrangements for the second opinion with a physician from a vast network within the Springfield, MO area. If a student-athlete decides to see a physician/medical consultant, and/or undergo a diagnostic test WITHOUT prior written authorization/referral from a member of the MSU Athletic Training Services Department, the student-athlete and/or the student-athlete's parent(s)/guardian(s) will be financially responsible for any and all medical bills incurred, and second opinions are at the expense of the student-athlete or parent(s)/guardian(s).

MISSED DOCTOR'S APPOINTMENT POLICY

Student-athletes who are late and/or fail to appear for scheduled appointments with the team physician, medical consultants, and/or diagnostic tests procedures, will be financially responsible for any and all charges resulting from the missed appointment. In addition, the student-athlete will be responsible for rescheduling the appointment and providing his/her own transportation.

INSURANCE POLICY CHANGES

The MSU-ATS Department must receive changes to any health insurance policy as soon as they occur. If proper notification is not received, the MSU Athletics Department will not be responsible for any delays in payment, collection notices, credit reports, etc. that occurs. If a cancellation of a policy occurs without proper notification, all bills incurred during that period will be the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

RESTRICTED INSURANCE POLICIES PER PROVIDERS

If a student-athlete's primary insurance is a restricted insurance policy with designated providers (i.e., HMO), the MSU-ATS Department strongly encourages the student-athlete and/or his/her parent(s)/guardian(s) to change the primary care physician (PCP) to a MSU Team Physician or to a local physician. This will allow the student-athlete to have a network of physicians in the Springfield, MO area, as well as better access to care. A MSU Athletic Trainer can assist in this process.

COMPLIANCE WITH INSURANCE COMPANY REQUESTS

It is the student-athlete's and his/her parent(s)/guardian(s) responsibility to understand the conditions that apply to their policy and comply with any requests for information, etc. from the primary insurance company. Any delinquent bills resulting in bad credit due to non-compliance with insurance company requests will be the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

In the event that a student-athlete and/or his/her parent(s)/guardian(s) receives payment/reimbursement directly from their insurance company for an athletic-related injury/illness claims, until such time as the provider receives payment, the full account balance becomes the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

MEDICAL BILLS

When the student-athlete or parent receives a bill/statement for an injury/illness that occurred as a direct result of participation in intercollegiate athletics at MSU, the student-athlete or parent(s)/guardian(s) must submit the bill/(CMS 1500) to his/her Athletic Trainer within 20 business days of receipt. Bills received after 20 business days will be the responsibility of the student-athlete and/or the student-athlete's parent(s)/guardian(s). Submit all correspondence to:

MSU Athletic Training Services
Attn: Director
901 S. National Avenue
Springfield, MO 65897

Office: (417) 836-5461 Fax: (417) 836-6101

MSU DRUG TESTING POLICY

The Department of Intercollegiate Athletics at Missouri State University (hereafter referred to as "Department") believes the abuse of legal drugs and/or the use of illegal drugs can adversely affect the physical and mental well-being of student-athletes. In an effort to minimize the possibility that a student-athlete may jeopardize his or her physical and academic performance, the Department has developed and approved the following substance abuse program.

POLICY STATEMENT

In addition to the NCAA drug-testing program, the Department reserves the right to require a urine specimen from any participant in a sports program recognized, operated or controlled by or under the authority of the Department. Eligible participants include all student-athletes appearing on the team's NCAA squad list. A student-athlete, during the period of his/her eligibility to participate in intercollegiate athletics, may not use the drugs specified in the NCAA Banned Drug Classes list, except as allowed under the NCAA guidelines. A copy of the list will be provided to each student-athlete.

In addition to the NCAA Drug-Testing Consent, a University Drug Testing Consent Form authorizing the taking and testing of urine samples shall be signed annually by each student-athlete. If the student-athlete is a minor, a parent or guardian's signature will be required. At the beginning of each academic year or at other times as determined by the Department, a presentation will be made to all intercollegiate student-athletes to review and explain the Department's Substance Abuse Program. The consent forms will be signed at that time and available in each student-athlete's file.

STATEMENT OF PURPOSE

The purpose of the Department's drug testing policy are:

1. To inform and educate the student-athlete as to the harmful effects of substance abuse and misuse.
2. To deter the potential abuse of, misuse of, or experimentation with drugs and other physically or psychologically harmful substances:
3. To provide any student-athlete determined to be affected by banned substance use or abuse with the opportunity to obtain rehabilitation through professional evaluation counseling, or referral for treatment; and
4. To protect and preserve the integrity of the individual student-athlete, the Department and the University.

WHO WILL BE TESTED AND BY WHAT METHOD

1. Pre-Season Testing. Student-Athletes are subject to drug testing at the entry physical exam process (note: this process may be split over different days).
2. Random Testing. Every student athlete will be subject to random testing. The testing may be announced or unannounced, and a random computer selection will be made from names on the team roster. The testing may occur from the earlier of (1) the day each sport has their initial NCAA eligibility meeting or (2) the first day of classes in the fall semester as listed on the official University calendar (whichever is earlier), and may occur through the last day of classes in the spring semester as listed on the official University calendar. This includes any official university breaks or closures. There is no prior notification required for the drug test.
3. At the discretion of the Director of Intercollegiate Athletics ("AD"), each athletic team may be tested in its entirety.
4. Any student-athlete who qualifies for an NCAA championship may be tested prior to attending the championship.
5. If there is reasonable suspicion that a student-athlete is using banned drugs, the suspected student-athlete may be selected for drug testing at the discretion of the AD. Reasonable suspicion may be based on any source, deemed reliable by athletic officials, including, but not limited to:
 - a. Observed possession or use of drugs or substances that reasonably appear to be those prohibited by this policy;
 - b. Conviction of a criminal offense related to the possession, use or trafficking in drugs for substances prohibited by this policy or arrest for such an offense where there is a factual basis for the arrest;
 - c. Observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of drugs or substances prohibited by this policy;
 - d. Credible reports of usage or possession of drugs or substances prohibited by this policy. If reasonable suspicion exists, an athletic official will notify the student of the need for testing.

Analyses of specimens provided for testing will be performed by a certified and/or accredited independent laboratory or laboratories as selected by the University. Test results shall be shared with those identified in the consent form.

CONSEQUENCES OF FAILURE TO PARTICIPATE IN OR COOPERATE WITH TESTING

Failure to execute the required Drug Testing Consent Form, not appearing for testing, not producing the required urine specimen, or attempting to circumvent the specimen collection and testing process, will be treated as a positive test result subject to the penalties set forth below. Production of an adulterated or diluted sample will be considered a failure to produce a required urine specimen.

DRUGS TO BE TESTED FOR AND UNDER WHAT CONDITIONS

The above-referenced testing may be announced or unannounced and will be done for amphetamines (including Ecstasy), marijuana, cocaine, and anabolic Steroids. Testing may also include any substance on the NCAA Banned-Drug Classes list.

SAFE HARBOR PROGRAM

A student-athlete may self-refer to the Missouri State University Athletics "Safe Harbor Program" for voluntary evaluation and counseling. A student-athlete is not eligible for the Program after notification of an impending drug test or after receiving notice of a positive Missouri State University or NCAA drug test.

Missouri State University will work with the student-athlete to prepare a Safe Harbor treatment plan, which may include confidential drug testing. If the student-athlete tests positive for a banned substance upon entering the Safe Harbor Program, that positive test will not result in any administrative sanction. The team physician may suspend the student-athlete from play or practice if medically indicated. A student-athlete will be permitted to remain in the Safe Harbor Program up to thirty (30) days, as determined by the treatment plan. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference postseason competition.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of student-athletes eligible for random drug testing by Missouri State. Students in the Safe Harbor Program may be selected for drug testing by the NCAA.

The Director of Intercollegiate Athletics, Director of Athletic Training Services, Team Physician, Head Coach, the staff Athletic Trainer overseeing that sport, the Athletic Training Drug Testing Coordinator, Associate Athletics Directors, Assistant Athletics Director-Compliance and parents/guardians may be informed of the student-athlete's participation in the Safe Harbor Program. Other University employees may be informed only to the extent necessary for the implementation of this policy.

If a student-athlete tests positive on a second test for any banned substance after entering the Safe Harbor Program or fails to comply with the treatment plan, the student-athlete will be removed from the Safe Harbor Program. The initial Safe Harbor positive test will be treated as a first positive and the second positive will result in action consistent with a second positive.

PROCEDURES AND PENALTIES

Student-athletes demonstrating positive test results will be subject to the following actions:

1. If any student-athlete tests "positive", that is, if the tests show that drug-residue substances are present in the student-athlete's system as confirmed by gas chromatography/mass spectrometry, the Director of Athletic Training Services will do the following within 48 hours (excluding weekends) after the positive confirmation has been received from the laboratory:
 - a. Notify the Director of Intercollegiate Athletics.
 - b. After consultation with the Director of Intercollegiate Athletics, notify the student-athlete in writing of (i) the test results; (ii) his/her right to challenge the results as a false positive and to have the original urine test specimen re-tested at the student-athlete's expense; (ii) his/her right to a hearing; and (iii) possible penalties.
 - c. At the AD's discretion, and after obtaining authorization pursuant to Appendix C, he may also notify the following: Associate Athletics Directors, Team Physician, Assistant Athletic Director for Compliance, the staff Athletic Trainer overseeing the sport, the Athletic Training Drug Testing Coordinator, the Head Coach of the appropriate sport, and other University officials outlined in Paragraph G above, as well as the parent or guardian identified and authorized by the student-athlete.
2. If the student-athlete challenges the test results as a "false positive", he/she must notify the Director of Athletic Training Services in writing within 24 hours after the consultation receiving the notice referenced in Paragraph H.1.b.

Hearing

- a. To obtain a hearing the student athlete must submit a written request for hearing to the AD within five calendar days after receiving the written notice referred in Paragraph H.1.b. above. If the student athlete does not request a hearing within this five (5) day time, or if the student wishes to waive the hearing and so signifies in writing, the penalties in Paragraph H.4. below shall be imposed immediately. No institutional hearings or appeals will thereafter be available.
- b. The hearing and appeal procedure shall be in accordance with the Student-Athlete Appeals Policy and Procedures as stated in the University's Student-Athlete Handbook. If after the hearing, the Appeals Committee determines that a student-athlete tested positive, the penalties shall be imposed according to Paragraph H.4. below.

Penalties

a. In a first positive, if marijuana, cocaine, or amphetamines are discovered to be present in a student-athlete, the student-athlete will be referred to the student counseling center or to a private evaluation and treatment facility. The decision regarding which counseling center, private evaluator or treatment facility will be made at the professional discretion of the Head Coach, Team Physician, Director of Athletics, and Director of Athletic Training Services. Upon confirmation of a first positive test, a student-athlete will be declared immediately ineligible for 10% of the overall maximum number of contests allowable for each sport as listed in NCAA Bylaw 17 (excluding exhibition contests or foreign tours). The percentage will be rounded to the nearest whole number. In the event the percentage is exactly half of a whole number, it will be rounded up. In the event that any competition suspension is not served in its entirety during the current competitive season, the remainder of the penalty shall be served at the beginning of the next competitive season that the student-athlete competes (excluding exhibition games). If the first positive occurs outside of the traditional competitive season, the penalty will commence at the start of the next regularly scheduled competitive season. Additionally, a competition suspension cannot be served concurrently with an illness or injury as determined by the Director of Athletic Training Services. If the student-athlete fails to complete the above-referenced counseling, evaluation and/or treatment, he/she will automatically progress to the next offense.

HIPAA

This Notice of Privacy Practices (NPP) describes how health information about you may be used and disclosed and how you can get access to this information. Please review it carefully. If you have any questions about this NPP, please contact the University Privacy Officer or a Unit Privacy Officer at one of the University's Health Care Components (HCC).

This NPP will explain:

- * How a HCC, such as Athletics and Athletic Training Services, may use and disclose your Protected Health Information (PHI);
- * Our obligations related to the use and disclosure of your PHI;
- * Your rights related to any PHI that a HCC has or retains about you.

This NPP describes how a HCC may use and disclose your PHI to carry out treatment, payment and/or healthcare operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your PHI. PHI is information about you, including demographic information, which may identify you and relates to your past, present or future physical or mental health condition and related healthcare services.

The University HCC are required to abide by the terms of this NPP. A copy is available at all HCC's, and at the below stated website. The University may change the terms of this NPP at any time. The new NPP will be effective for all PHI that a HCC maintains at that time. The HCC will provide you with any revised NPP by posting it on our website: <http://smsu.edu/privacy/hipaa> and making it available when you visit a HCC.

WEIGHT ROOM POLICIES

The Plaster Sports Complex Athletics Weight Room is utilized by all 21 varsity sports. To be allowed to workout in the MSU weight room you must complete a physical and be cleared to workout by the MSU Athletic Training Staff. The following rules exist in the Athletics Weight Room:

- * No profanity will be allowed.
- * Proper attire must be worn in the weight room. No other University clothing will be allowed.
- * Respect the staff, the facility and the other athletes. Failure to do so may result in loss of your weight room privileges.
- * No cell phones, beepers, or head phones will be allowed in the weight room.
- * Rack all weights and dumb bells once you are finished using them.
- * No hats will be allowed.

ATHLETICS GRANTS-IN-AID

According to NCAA regulations, athletics grants-in-aid are limited to bona fide educational expenses including tuition, fees, room and board, and required course-related books. These grants-in-aid are awarded each year to student-athletes who possess those qualities of character and academic ability essential for college success. The allocation of each award is at the discretion of the head coach of each individual sport. Financial aid is awarded for one academic year.

LIMITATIONS

Student-athletes who are awarded athletics-related financial aid are limited in the amount of other financial aid sources they may receive. A student-athlete may be awarded a total financial aid package that does not exceed the cost of attendance which includes tuition and fees, room and board, books and supplies, transportation and other related expenses related to attendance at the institution.

University Honorary Academic Awards — A student-athlete may receive a University honorary academic award in addition to the athletic grant-in-aid. All academic awards must be reported to the Financial Aid Office and to the Office of Athletics Compliance.

High School Financial Awards — A freshman student-athlete must report all high school financial awards to the Financial Aid Office and to the Office of Athletics Compliance upon entering MSU. Awards must be deposited with the Financial Aid Office. Failure to do so may jeopardize your eligibility.

GRANT-IN-AID RETENTION

According to the NCAA, a grant-in-aid may not be awarded for a period in excess of one academic year. It will be renewed during the period of a student-athlete's eligibility if recommended by the coach and appropriate University officials. The renewal of the grant-in-aid is contingent upon the student-athlete's compliance with NCAA and University regulations and policies governing a grant-in-aid. The student-athlete will be notified of his/her grant-in-aid status on or before July 1 prior to the new academic year.

Grant-in-Aid Retention Policies:

Missouri State University is committed to conducting its intercollegiate athletics program in a manner that will enhance the physical and educational welfare of all student-athletes. All student-athletes will be treated fairly and equitably.

Pursuant to NCAA legislation (Bylaw 15), athletics financial assistance is awarded by the MSU Office of Financial Aid, upon the recommendation of the Head Coach and Director of Athletics or his/her designee. All student-athletes are required to sign a Financial Aid Agreement that outlines the terms and conditions of the athletics financial assistance to be awarded. Athletics financial aid may be offered for a maximum of one year at a time. More specific terms and conditions are outlined in the Financial Aid Agreement.

NCAA Bylaw 15.3.5 requires the University to advise a student-athlete if his/her athletics financial aid will not be renewed for the upcoming academic year. This notification must also take place if the amount of a student-athlete's athletics financial aid will be reduced for the upcoming year. Notification of such decisions must occur by July 1 annually. If the student-athlete does not agree with a decision, he/she may appeal to the Director of Financial Aid. Appeal procedures are the same for student-athletes as for all students appealing the non-renewal or reduction of any type of financial assistance awarded by the University. Specific appeals procedures will be outlined to the student-athlete in a letter from the Director of Financial Aid.

SUMMER SCHOOL AID POLICY

Summer school athletic aid is NOT guaranteed. Registration does not guarantee payment, it only holds classes. All university deadlines still apply such as change of schedule, dropping a course, etc. Summer school athletic aid may not exceed the percentage received during the previous academic year. Summer school athletic aid may be applied to Intersession or Session I, II, III, or IV classes. All summer classes must serve a specific purpose (i.e. eligibility, degree requirement, etc.). Dropping or failing a summer class will affect future summer school athletic aid. It is your responsibility to complete this request process. Failure to do so may result in all summer school costs becoming your responsibility.

Immediate Eligibility

Student-athletes requiring additional hours or grade point enhancement to maintain NCAA eligibility. A maximum of six (6) semester hours of credit can be used toward the 24 hour rule in the summer. More hours can be used to meet a percentage requirement.

Graduation

Those student-athletes who can graduate in the summer or in one additional semester will have priority for summer school aid. Documentation in writing must be provided through the student-athlete's major advisor and verified by The Achievement Center staff prior to the awarding of such aid.

Progress Toward A Degree

Juniors and seniors will have priority for summer aid for the purpose of meeting progress toward degree.

Fifth-Year Aid

Fifth-year athletic financial aid is NOT guaranteed. Registration for classes only holds classes -- it does not guarantee payment. You will be contacted once a decision has been reached. Fifth-year athletic financial aid is awarded based on funds available. NCAA academic eligibility requirements must be met in order to receive aid.

Each student-athlete:

- * Must be enrolled in a minimum of 12 hours (unless it is your last semester)
- * Must have passed a minimum of 24 hours during the previous academic year
- * Must maintain a minimum cumulative GPA of 2.0
- * Must have at least 80% of specific degree requirements completed

For a 125 hour degree, a minimum of 100 hours must specifically count toward that degree. No more than 6 hours from summer school can be counted toward the total of 24 hours. Student-athletes receiving fifth-year athletic financial aid will be asked to complete specific service duties within the Department of Athletics. Those deemed uncooperative or unwilling to complete service duties may have their aid reduced or cancelled. Aid will be awarded on a semester-by-semester basis renewable upon satisfactory completion of the following requirements:

- * Must pass a minimum of 12 hours per semester
- * Must maintain a minimum cumulative 2.0 GPA
- * Must complete assigned service duties

All facilities and services provided by The Achievement Center are available for your use. A signed Financial Aid Agreement must be on file in the Compliance Office before aid will be applied to your account. Financial aid will not be processed until the Exit Interview has been completed through the Compliance Office. All courses must serve a specific purpose (i.e. degree requirement, general education, etc.) Past records of dropping/failing courses will be examined in determining fifth-year athletic financial aid. Dropping or failing classes while on fifth-year aid will affect aid for future semesters. If a class is dropped due to lack of attendance and/or effort, your account will be charged the pro-rated fee for that class. Effort will be demonstrated through the use of The Achievement Center and its services, and/or other appropriate services available on campus. Fifth-year athletic financial aid for summer sessions is administered separately from this request form. Fifth-year athletic financial aid is intended for completion of your baccalaureate degree, and not to pursue an additional minor, second degree or master's degree. Requests for exceptions to fifth-year athletic financial aid policies may be presented to the athletics administrator who oversees your team.

NCAA SPECIAL ASSISTANCE FUND

The NCAA allocates money each year to assist Division I student-athletes with special funding needs. The fund is intended to provide direct benefits to student-athletes or their families as determined by the conference office and institution. The fund helps student-athletes who are needy or receiving a Pell Grant as determined by the Financial Aid office. Any requests should be taken to an athletics administrator or head coach.

NCAA STUDENT-ATHLETE OPPORTUNITY FUND

The NCAA allocates money each year to assist Division I student-athletes with funding needs. The fund is intended to provide direct benefits to student-athletes or their families as determined by the institution and conference office. The fund currently is targeted for use of fifth year aid, summer school, senior awards and recognition banquet. Any request should be taken to the head coach or an athletics administrator.

BOOKS

All textbooks purchased at the MSU Bookstore through athletics grant-in-aid monies and vouchers must be returned to the MSU Athletics Department at the conclusion of the term in which they were purchased. Student-athletes are reminded that textbooks purchased for them as a part of their athletic grant-in-aid become their personal responsibility. Books that are lost or stolen remain the responsibility of the student-athlete. Failure to return these textbooks at the conclusion of the term can result in an encumbrance being placed upon the student-athlete's financial account. Any encumbrance placed on a student-athlete's account will preclude that student-athlete from registering for future terms or from securing transcripts. Should a student-athlete wish to keep her/his books, they must be purchased at buy-back value from the Department of Athletics.

EMPLOYMENT

Student-athletes are no longer limited in the amount of money they may earn from employment during the academic year, summer or during official University vacation periods which include: Thanksgiving, Semester Break, Spring Break, and all holidays published in the University catalog. However, a student-athlete may not receive any extra compensation from an employer due to the benefits he/she has obtained through participation in athletics. The student-athlete is compensated only for work actually performed and the student-athlete is compensated at an equivalent rate with the common rate for similar services performed. All student-athletes who seek employment must complete an employment form through the Office of Athletics Compliance.

SPORTS INFORMATION

The Missouri State University Sports Information Office (836-5402) is the information, publications, internet and media relations office for the University's 16 sport Intercollegiate Athletics Program. The office is located on the lower level of Hammons Student Center.

The Sports Information Office serves as a connection between MSU student-athletes, coaches, media and the public. The office is responsible for keeping the general public informed of what is happening in MSU athletics with information disseminated to the media (newspapers, TV stations, radios, and other accredited outlets).

Some of the avenues used to disseminate information include media guides, game programs, news releases, radio and television broadcasts, alumni and booster publications, and the World Wide Web. One important aspect the media seeks is the personal side of events. Interviews with players and coaches are vital to the media's job, so MSU student-athletes will be requested for interviews at various times. The following guidelines are to assist student-athletes in communicating with the media:

1. You are, at all times, representing not only yourself but also your team and your University. Keep in mind you are a role model and a highly visible public figure by virtue of your position on the team. Always try to cooperate with the media, be on time for interviews, and be polite.
2. The media with which you will be dealing are mainly the local outlets, such as the Springfield News-Leader, The Standard, KYTV (Channel 3), KOLR (Channel 10), KSPR (Channel 33), Mediacom (cable Channel 14) television stations, and various radio stations. You probably will get requests from your hometown media outlets, mainly the newspaper(s). With the increase in MSU's national exposure, there will be requests from regional and national outlets, such as the Kansas City Star, St Louis Post-Dispatch and USA Today.
3. All interviews should be arranged through the MSU Sports Information Office. Both the media and the Sports Information Office understand the many demands on your time, which makes communication between you and the Sports Information Office very important. Efforts are made to minimize inconvenience to you.
4. The Sports Information Office will not release your home phone number to any media outlets. We do this to protect you from unexpected phone calls at home. If you receive a call at home from a media person asking questions and this specific interview was not arranged for you in advance by Sports Information, ask the media person to call Sports Information to schedule an interview. We prefer to let you call the media (collect, if necessary) or to arrange a time for them to call you in our office. If you are asked by Sports Information to call a media representative, please make the call as requested. Sports Information and Athletics offices are available for these calls. If you call a media person on your cell phone, you effectively have given that reporter your telephone number.
5. When talking to the media, remember you are in charge. Do not let the reporter coerce you into saying something you do not want to say or talking about a subject with which you are not comfortable. If you are asked questions about something you prefer not to discuss, simply state that you would rather not discuss those items. If you encounter problems with certain media representatives, let the Sports Information Office know so the problem with that person can be addressed by the University. You have a right to expect media personnel to keep appointments and be courteous to you.
6. Try to be positive when talking about your teammates, coaches, and the team in general. The media should not be used as a tool to talk badly about a teammate or a coach. (Do that on a one-on-one basis). It is equally inappropriate to discuss officiating. Avoid negative comments of any kind about any past or future opponents.

7. Never go "off the record." It's simply not safe to talk "off the record" no matter how much you trust the person with whom you are speaking. If you are talking to a media person, assume you're being interviewed for publication or broadcast.
8. Press releases and other stories regarding MSU athletics may be accessed on the University web site: www.missouristatebears.com.

HONORS

MISSOURI VALLEY CONFERENCE

All Sports Championship Award

The Valley all-sports title is determined by taking a school's league finish in each sport and dividing the total points from all the finishes by the number of sports sponsored by the school. The school with the lowest average finish is the all-sports champion.

Commissioner's Academic Excellence Award

Criteria: Minimum 3.5 GPA in each of the previous two semesters (4.0 scale)
Minimum 3.2 cumulative GPA
Participation in athletics
Freshmen are not eligible

President's Council Academic Excellence Award

Criteria: Minimum 3.8 cumulative GPA through the fall semester (4.0 scale)
Participation in athletics for a minimum of two years, including the senior year, within 18 hours of graduation at the time the award is to be received.

Conference Honor Roll

Criteria: Minimum 3.2 GPA for term of recognition (4.0 scale)
Member of athletics team for term of recognition, participation is not required
Must have been enrolled in a minimum of 12 hours for term of recognition

Dr. Charlotte West Scholar-Athlete of the Year Award

Criteria: Must have participated in a Missouri Valley Conference sponsored sport
Must have competed during the previous academic year and completed intercollegiate eligibility in their primary sport by the end of the spring season.
Must have a minimum cumulative 3.0 GPA
Must be a varsity letter winner

Missouri Valley Postgraduate Scholarship Award

Criteria: Must have a minimum cumulative GPA of a 3.0 (4.0 scale)
Must participate with distinction in a Missouri Valley Conference championship sport for at least two seasons.
Must graduate from their institution within 18 months following selection at the spring meetings of Faculty Athletics Representatives Committee.
Must be accepted for postgraduate studies at an institution of higher learning at the time of receipt of the scholarship.

DEPARTMENTAL

Scholar-Athlete Award Honorable Mention

Criteria: Minimum 3.0-3.49 cumulative GPA (4.0 scale)
Participation in athletics

Scholar-Athlete Award

Criteria: Minimum 3.5-4.0 cumulative GPA (4.0 scale)
Participation in athletics

Athletic Director's Academic Excellence

Criteria: Minimum 3.8-4.0 cumulative GPA (Seniors Only) (4.0 scale)
Participation in athletics

WOMEN'S SPORTS

Dr. Mary Jo Wynn Senior Female Scholar-Athlete Award

Criteria: Graduating senior with the highest cumulative GPA (Fall, Spring, Summer graduate in the academic year).
Participation in athletics

Female Athlete of the Year

Criteria: Nominated by her coach
Based on outstanding athletic performance during the current academic year.
Voted upon by all head coaches of women's teams, Associate Director of Athletics, Assistant Athletics Director for Compliance, Director of the Achievement Center for Intercollegiate Athletics, Sports Information Department, Head Women's Athletic Trainer and the Equipment Manager.

MEN'S SPORTS

Virgil Cheek Athletic Achievement

Criteria: This award has been given annually since 1955 at MSU to the graduating senior male athlete best demonstrating high qualities in scholarship, character, attendance, and leadership in addition to athletic performance.
It is given in recognition of Virgil Cheek, a long-time MSU business faculty member and Faculty Athletics Representative. The selection is made by the head coaches of all men's teams.

PARCITIPATION AWARDS

Excellence is traditionally rewarded in every aspect of life. The granting of athletic awards recognizing a level of excellence required of athletic participants respective to the level of program and goals established for that program.

In recognizing student-athletes through an award system, their service to the University, the athletics program, the sport, the team, and themselves is recognized through their dedication of character required to achieve high goals, both personal and programmatic.

LETTER AWARDS

- * First-year letter, whether a freshman, sophomore, junior, or senior, will receive a letter jacket with letter.
- * First-year letter as a transfer student receives a letter jacket and letter.
- * All seniors receive a blanket.

EXCEPTIONS

1. A senior who letters for the first time has the choice of the letter jacket or blanket.
2. A fifth-year senior who has already received a blanket will not receive another award.
3. Coaches, student assistants and managers will not receive awards.

PROVISIONAL LETTERS

A provisional letter may be awarded to a student-athlete who participates in a limited amount of official games or match competition but is less than the total amount of participation required to receive the actual letter award. If the student-athlete that receives the provisional letter receives a letter award in the subsequent school year, the student-athlete is credited with earning a letter award for the year he or she previously earned the provisional letter award.

The most awards a student-athlete can receive is two. The student-athlete must meet respective coach's criteria to receive awards for each particular sport.

EXIT INTERVIEWS

NCAA Bylaw 6.3.2 requires the Director of Athletics, Senior Women's Administrator, or designated representatives (excluding coaching staff members) conduct exit interviews in each sport with a sample of student-athletes (as determined by the institution) whose eligibility has expired. Interviews shall include questions regarding the value of the students athletics experiences, the extent of the athletics time demands encountered by the student-athletes, proposed changes in intercollegiate athletics, and concerns related to the administration of the student-athletes specific sports. Student-athletes will be asked to complete a questionnaire online and student-athletes will be selected at random to schedule an in-person interview during their final semester of attendance as follow-up to the written questionnaire. In addition, all fifth-year student-athletes must complete the questionnaire in order to receive fifth year aid.

FIGHT SONG

Uphold tradition our school we hold so dear
We will be loyal throughout our college years
Fight for vict'ry while we stand up and cheer
Lets hear it for the BEARS
B-E-A-R-S, Bears!
M-I-S-S-O-U-R-I State

ALMA MATER

Sing we praises
Now to our Alma Mater
All hail, maroon and white
Missouri State, we pledge devotion
May you live ever in truth and right.

ATHLETIC DEPARTMENT PERSONNEL
(Area code 417)

ATHLETICS ADMINISTRATION

Director of Athletics	
Bill Rowe	836-5244
Associate Athletics Director	
Casey Comoroski	836-5246
Special Assistant to the Director of Athletics	
Dr. Bill O'Neill	836-5409
Assistant Athletics Director-Compliance	
Casey Comoroski	836-4377

ACHIEVEMENT CENTER FOR INTERCOLLEGIATE ATHLETICS

Achievement Center Director	
Jo Belle Hopper	836-6962
Assistant Director	
Darren Wienberg	836-8342

SPORTS INFORMATION

Assistant Athletics Director-Public Relations	
Mark Stillwell	836-5402
Assistant Sports Information Director	
Ben Adamson	836-5402
Assistant Sports Information Director	
Eric Doennig	836-5402
Kevin Kane	836-4138

ATHLETICS DEVELOPMENT

Assistant Athletics Director for Development & Marketing	
Brent Dunn	836-4143
Assistant Directors of Athletics Development	
Lance Kettering	836-4143
Sophie Pierpoint	836-4143

EQUIPMENT

Tom Norrell (women sports)	836-5056
Cory Starr (men sports)	836-5430

STRENGTH AND CONDITIONING

Terry Sauerbry	836-6910
Carl Christensen	836-6910

ATHLETIC TRAINING SERVICES

Ivan Milton	836-5461
Robin Meeks	836-5461
Jim Penkalski	836-5461
Shannon Derricks	836-5461
Steve Sawchak	836-5461

BASEBALL

Head Coach	
Keith Guttin	836-4497
Assistant Coaches	
Paul Evans	836-4496
Brent Thomas	836-6196

MEN'S BASKETBALL	
Head Coach	
Barry Hinson	836-5250
Assistant Coaches	
Troy Collier	836-5250
Ben Miller	836-5250
Kyan Brown	836-4473
Director of Basketball Operations	
Trevyor Fisher	836-4475
WOMEN'S BASKETBALL	
Head Coach	
Nyla Milleson	836-4136
Assistant Coaches	
Tricia Marsh	836-4136
Carly Stubblefield	836-4136
Kristy Guffey	836-4136
Director of Basketball Operations	
Eafton Hill	836-4136
FIELD HOCKEY	
Head Coach	
Dawn Porter	836-6968
Assistant Coach	
Kim Gartland	836-6968
MEN'S GOLF	
Head Coach	
Neal Stafford	836-4863
WOMEN'S GOLF	
Head Coach	
Kevin Kane	836-4138
FOOTBALL	
Head Coach	
Terry Allen	836-5343
Assistant Coaches	
Rob Bolks	836-4915
Rob Christophel	836-5343
Jamar Cain	836-
Sean Coughlin	836-
Andy Follett	836-4502
Chris Kapilovic	836-4503
Derrick LeBlanc	836-5058
D. J. Vokolek	836-4833
MEN'S SOCCER	
Head Coach	
Jon Leamy	836-5243
Assistant Coaches	
Jesse Meich	836-5242
Mike Seabolt	836-5242
WOMEN'S SOCCER	
Head Coach	
Rob Brewer	836-6654
Assistant Coach	

SOFTBALL	
Head Coach	
Holly Hesse	836-6912
Assistant Coaches	
Beth Perine	836-6892
Sue Frederick	836-8385
SWIMMING	
Head Coach	
Jack Steck	836-5466
Assistant Coaches	
Randy Horner	836-4628
Jamie D'Agostino	
Jim Huelskamp (Diving)	836-4904
TRACK AND CROSS COUNTRY	
Head Coach	
Ron Boyce	836-4717
Assistant Coaches	
Greg Hipp	836-4498
Jake Kingery	836-5816
VOLLEYBALL	
Head Coach	
Melissa Stokes	836-8375
Assistant Coaches	
Jeni Jones	836-3095
Greg Brown	836-4734
AREAS RELATED TO ATHLETICS	
FINANCIAL AID	
Vicki Mattocks/Shelly Deckard	836-5262
BURSAR'S OFFICE	836-5128
ADMISSIONS	
Dawn Brixey	836-5517
RECORDS OFFICE	836-5519
REGISTRATION SERVICES	836-5522
TAYLOR HEALTH CENTER	836-4000
BOOKSTORE	836-5403
ZIP CARD OFFICE	836-8409
TICKET OFFICE	836-4947
COUNSELING CENTER	836-5116
CAREER CENTER	836-5636
RESIDENTIAL LIFE	836-5536

