



# STUDENT-ATHLETE HANDBOOK



## TABLE OF CONTENTS

Welcome Letter	3
DEPARTMENT PURPOSE STATEMENT	4
NCAA DIVISION III MISSION STATEMENT	5
DIRECTORY	7
GENERAL AND CONTINUING ELIGIBILITY	9
APPROPRIATE CONDUCT (Includes Academic Priority and Hazing)	11
SPORTSMANSHIP	17
GAMBLING	18
DRUG, ALCOHOL, AND TOBACCO POLICIES (Includes NCAA Banned Drug List)	19
SUPPORT SERVICES	22
SPORTS MEDICINE	25
OTHER IMPORTANT INFORMATION	28
STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)	31
FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)	32

Dear Centenary Student-Athlete:

Welcome to the beginning of a new season of competition! Student-athletes at Centenary have established a tradition of success in the classroom as well as in athletic competition. **TRADITION NEVER GRADUATES!**

On behalf of the administration, faculty, and staff, welcome to the Centenary College family. We are very excited that you have chosen to attend one of the country's finest liberal arts institutions of higher education to obtain your degree, participate in intercollegiate athletics, and prepare to transform the world.

In our opinion, the most meaningful education one can receive in college is through intercollegiate athletic participation. We pledge to do everything we can to make your student-athlete experience one of the highest quality—and one that will make you a proud Centenary alumnus once your competitive days are behind you!

We have prepared this handbook to serve as a resource for you. Enclosed you will find important information and policies related to the NCAA, SCAC, and Centenary College that can influence your academic and athletic career. **We want to stress that this is only a guide.** If you have questions about any NCAA, SCAC, or institutional policies, please feel free to ask your coach or any of the athletics administrators.

If you are new to Centenary, welcome! If you are returning, welcome back! We are looking forward to this school year and the success during the upcoming seasons. If anyone in the department can help you in any way, please let us know!

Go Ladies! Go Gents!

**Centenary College of Louisiana  
Athletic Department**

## **Intercollegiate Athletic Department Purpose Statement Centenary College of Louisiana**

The Department of Intercollegiate Athletics at Centenary College is designed to supplement and re-enforce the Centenary purpose and the overall college experience. As the college experience presents both learning and growing opportunities, the athletic department offers sports for students to follow their passion and develop their potential through individual and team sport competition. This learning and growing culminates within the academic setting through attainment of an undergraduate degree. The athletic department is dedicated to provide a program compliant to all associations, is value centered and done so in a safe and ethical environment, that promotes and develops sportsmanship and positive attitudes departmentally, individually, and at each scheduled event.

### **The objectives of the athletic department include:**

- To provide a comprehensive list of sport programs that appeal to students.
- To provide a competitive athletic environment for all student-athletes.
- To provide trained and competent coaches in all sports, providing proper instruction and direction maximizing the athletic experience for each student-athlete.
- To provide an athletic program that is a value-added component to the academic mission.
- To provide an athletic program that offers life skills and challenges for the student-athlete not duplicated in the academic experience.
- To provide an integrated athletic program that supports the student-athlete in taking responsibility for their career path and personal development.
- To assist in providing a comprehensive educational experience allowing student-athletes to pursue their passion and find their potential to learn and grow.

## DIVISION III PHILOSOPHY STATEMENT

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.

*(Revised: 1/10/95, 1/9/06 effective 8/1/06)*

To achieve this end, Division III institutions:

- (a) Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels; *(Adopted: 1/16/10 effective 8/1/10)*
- (b) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;
- (c) Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance; *(Revised: 7/24/07)*
- (d) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- (e) Encourage participation by maximizing the number and variety of athletics opportunities for their students; (f) Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- (g) Assure that athletics participants are not treated differently from other members of the student body;
- (h) Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission; *(Revised: 1/9/06 effective 8/1/06)*
- (i) Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process; *(Adopted: 1/12/04 effective 8/1/04)*
- (j) Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body; *(Adopted: 1/9/06 effective 8/1/06)*
- (k) Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body; *(Adopted: 1/9/06 effective 8/1/06)*
- (l) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- (m) Support ethnic and gender diversity for all constituents; *(Adopted: 1/12/99)*

- (n) Give primary emphasis to regional in-season competition and conference championships; and
- (o) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

Taken from 2010-2011 NCAA Division III Manual

## DIRECTORY

### Centenary Administration (unless otherwise listed, 318-869-XXXX)

Dr. B. David Rowe	President	president@centenary.edu	-5101
Dr. Michael Hemphill	Provost	mhemphill@centenary.edu	-5104
Mr. Mike Pearson	VP-Finance & Admin.	mpearson@centenary.edu	-5127
Dr. Dan Seymour	VP-Student Development	dseymour@centenary.edu	-5157
Mr. Scott Rawles	VP-Development	srawles@centenary.edu	-5136

### Athletics Department (unless otherwise listed, 318-869-XXXX)

#### Athletics Administration

Ronda Seagraves	Dir of Athletics/Wellness	Gold Dome	-5087
Dr. David Hoaas	Faculty Athletics Representative	Jackson Hall	-5148
Adam Walsh	Assistant AD-Compliance	Gold Dome	-5098
Dr. Shelley Armstrong	Senior Woman Administrator	Fitness Center	-5277
Theresa Rinaudo	Business Coordinator	Gold Dome	-5067

#### Sports Information

Fletcher Jonson	Sports Information Coordinator	Gold Dome	-5092
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#### Sports Medicine

Stephanie Culbertson	Head Athletic Trainer	Gold Dome	-5093
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#### Baseball

Mike Diaz	Head Coach	McCarthy FH	-5095
Pat Jolley	Assistant Coach	McCarthy FH	-5096
Jason Stephens/Tim Ryan			

#### Men's Basketball

Adam Walsh	Head Coach	Gold Dome	-5091
Justin LeBlanc	Assistant Coach	Gold Dome	-5090

#### Women's Basketball

Kristen Davis	Head Coach	Gold Dome	841-7312
	Assistant Coach	Gold Dome	841-7312

#### Men's and Women's Cross Country

Dr. Shelley Armstrong	Head Coach	Fitness Center	-5277
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## CONTINUING/GENERAL ELIGIBILITY REQUIREMENTS

### **Full-Time Enrollment: 12-Hour Rule**

To meet NCAA eligibility (NCAA Bylaw 14.1.8.1), you must be enrolled in a minimum of 12 credit hours to practice and/or compete. If you drop below 12 hours at any time during the fall or spring semesters you immediately become ineligible for practice, competition, and your financial aid can be cancelled. PLEASE DO NOT DROP A CLASS WITHOUT MEETING WITH YOUR HEAD COACH AND/OR THE ATHLETIC DIRECTOR FIRST.

### **Continuing Eligibility**

In order to maintain eligibility for intercollegiate competition, student-athletes must meet the Centenary requirements for eligibility for extra-curricular activities. These requirements may be summarized as follows:

Centenary has GPA requirements that must be met in order to be eligible. The requirements are as follows:

1. New full-time, first-time, first-year students must attain a gpa of 1.5 their first semester at Centenary College.
2. All other students, including those transfers who are in their first semester at Centenary, must maintain a 2.0 'current or cumulative' gpa every semester they are enrolled at Centenary.
3. Students are placed on **academic probation** if they fail to meet the above requirements. Students on probation must complete an action plan developed by the Director of Academic Resource Center for Students. Each student's action plan will lay out specific steps that the student will take to improve his/her academic performance and return to good standing.
4. When placed on a **second or subsequent probation**, students are prohibited from representing the College in any extracurricular activities...including...intercollegiate athletics.

Regular students are classified as followed:

Freshmen=those with fewer than 30 semester hours.

Sophomore=those with 30-59 semester hours.

Junior=those with 60-89 semester hours.

Senior=those with 90+ semester hours.

Students must file their degree plans, approved by their advisors and endorsed by the Registrar, in the Office of the Registrar before the end of their junior year.

## **Professional Agents**

The Athletics Department will create a panel consisting of key personnel to counsel and advise student-athletes interested in professional careers. If you have interest or concerns about professional career interests while at Centenary, you should request a meeting with the special panel before taking any action toward professionalism. Any contact by a professional agent or representative should be reported to your coach immediately. Make no obligations, verbal or written, to anyone. Any dealing with agents can jeopardize your eligibility. (example: free tickets, meals, or other unspecified benefits).

*This policy is not meant to prohibit you from meeting with bona-fide attorneys and financial planners to discuss personal issues as long as they are not registered sports agents.*

## **Outside Competition**

A Student-athlete may not participate in his/her sport on a team other than his/her Centenary team during the declared playing season. If you do so you will be ineligible. If you have any questions about when your playing season begins and ends or during what times of the year it is permissible to participate in outside competition, contact your Head Coach and the Compliance Coordinator (Coach Adam Walsh).

## **Impermissible Benefits**

**“Extra” benefits** are benefits provided to you, your family, or your friends because of your status as a student-athlete. Examples of extra benefits are special arrangements by an institutional employee or booster to provide you, your relatives, or your friends with benefits that are not available to the institution’s student body in general (e.g., free clothing, free transportation, discounts, automobiles, automobile financing or cosigning on an automobile title, loans, airline tickets). **If you receive an extra benefit you are immediately ineligible.** If you are not sure if something is an extra benefit, please contact the Compliance Coordinator (Coach Adam Walsh) for help.

## **Employment**

As a student-athlete, any compensation you receive must be

- 1) for work actually performed, and
- 2) consistent with the going rate in that locality for similar services.

## **Promotional Activities**

You may not accept money or permit the use of your name or picture to advertise, recommend, or promote the sale or use of a commercial product or service of any kind. NCAA rules do permit personal appearances for charitable and educational organizations. However, certain conditions still apply. If you are asked to participate in any fund-raisers or promotional activities, you should contact and explain the situation to the Compliance Coordinator (Coach Adam Walsh) who can advise you about an appropriate course of action.

## **APPROPRIATE STUDENT-ATHLETE CONDUCT**

Membership on a Centenary athletics team is a privilege and must be earned by the promise of and continuing dedication to sportsmanship and integrity. Intercollegiate Athletics at Centenary not only serves as an educational opportunity for student-athletes but also as a focal point to bring the student body, faculty & staff, and community together. Each and every student-athlete is expected to comply with all rules and regulations as well as meet or exceed the personal conduct expectations of Centenary, the conference, and the NCAA. In addition, student-athletes are subject to the rules and regulations specified by the head coach of their respective sports.

### **Ethical Conduct and the NCAA**

In accordance with NCAA principles “All participating student-athletes shall deport themselves with honesty and sportsmanship at all times.” Unethical Conduct (NCAA Bylaw 10.1) by an enrolled student-athlete includes, but is not limited to, the following:

- (a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual’s institution;
- (b) Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- (c) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- (d) Knowingly furnishing the NCAA or the individual’s institution false or misleading information concerning the individual’s involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation.
- (e) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g. “runner”).

A student-athlete can also violate the “Principle of Ethical Conduct” by participating in any gambling activity as follows:

- (a) Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics;
- (b) Solicit a bet on any intercollegiate team;

(c) Accept a bet on any team representing the individual's institution;

(d) Participate in any gambling activity that involves intercollegiate athletics and/or professional athletics through a bookmaker, a parlay card, or any other method employed by organized gambling.

### **Academic Priority**

A student-athlete's primary objective while in college is to earn an academic degree. While the athletic staff and other entities on campus are available for support, academic success is ultimately the responsibility of the student-athlete. All student-athletes are expected to

1. set the primary goal of obtaining an education,
2. attend and be prepared for ALL classes,  
YOU MAY NOT MISS CLASS TO ATTEND PRACTICE\*
3. pre-register for classes during the appropriate designated period (freshmen, sophomores, juniors, or seniors),
4. maintain full-time enrollment status during Fall & Spring terms,
5. promptly seek assistance if/when academic difficulties arise,
6. arrange to complete assignments early or make up assignments when class is missed because of athletics competition\*\*,
7. maintain eligibility for competition, AND
8. adhere to Centenary policies related to academic integrity (i.e. *The Honor Code*).

### **Missed Classes**

On occasion, student-athletes may need to be excused from class because of competition at home or because of travel related to away competition. For that reason, it is imperative that student-athletes attend all classes for which they have no athletically related excused absences. If you skip a class without an athletically related reason, you can be suspended from participation in athletics.

#### *\*Because of Practice*

NCAA Rules prohibit you from missing class because of practice. If you have a class that conflicts with a scheduled practice time, it is your responsibility to attend class, and then get to practice as quickly as possible after that class is concluded and dismissed.

#### *\*\*Because of Competition*

Coaches are expected to do everything they can to set up a schedule that minimizes the amount of missed class time. The department of athletics policy dictates that schedules be developed to ensure that student-athletes don't miss more than the allowable absences for classes as prescribed by our Provost's office. Because of conference policies or travel schedules, missing a class may be unavoidable at times. In those situations, it is your responsibility to contact your professor as soon as you are aware of the conflict and let him/her know. If at all possible, communicate with your professor at the start of a semester and discuss your upcoming athletic travel schedule. It is your responsibility to communicate with your professor prior to your departure and to complete all required work prior to leaving.

### *Travel Notification Forms*

In order to help facilitate a high level of communication, each student-athlete will be provided a Travel Notification Form that verifies travel and absence from classes. This form is to be given to every faculty instructor as soon as it is made available from our Faculty Athletic Representative to assist in the communication process for class absences. It is your responsibility to communicate this information with your professor and determine an alternate plan for making up missed class assignments and exams.

If you have concerns about any academic issues that arise because of athletic travel, please the Faculty Athletic Representative (FAR).

Students who fraudulently misrepresent a team travel schedule in order to be excused from class are subject to suspension from participation in athletics for a period of time to be determined by the Director of Athletics/Wellness and the respective head coach. Those students may also run the risk of being turned in to the Honor Court.

### **The Centenary College Honor Code**

It is the expectation of the Centenary community that all students uphold the highest standards of honesty and integrity. To reinforce this expectation, all students are required to write the following statement on each and every graded assignment.

*"I have neither given nor received unauthorized aid on this examination (paper), nor have I seen anyone else do so, except as I shall report immediately to the Honor Court."*

Alleged violations of the Honor Code are heard and tried by the Honor Court, a peer governance organization charged with this responsibility.

The Athletics Department recognizes academic dishonesty as a legitimate threat to both higher education and our society. A student-athlete found to be in violation of the Honor Code may face additional sanctions that are athletics-specific and more severe than those imposed upon the general student body.

### **Hazing**

Centenary College of Louisiana has a zero tolerance policy on hazing and the consequences can be as severe as expulsion. Participation in hazing activities may lead to individual disciplinary action, team disciplinary action, and/or termination of the team or student organization.

Centenary defines hazing as any action or activity that recklessly endangers the physical or mental health of a person, or that violates the dignity of another person. Hazing is further defined as any activity that is expected of someone to join a group or team that humiliates, degrades, abuses, or endangers them, regardless of intention or willingness to participate. Initiation activities and initiation parties fall into this category. Centenary's enforcement of hazing will prevail regardless of whether it is conducted on or off Centenary's campus.

Hazing activities may include, but are by no means limited to; morally degrading or humiliating games and activities; and any other activities which are not consistent with state and local law (including the legal drinking age of 21, or the regulations and policies of Centenary College of Louisiana). Violation of state and local laws that involves hazing can carry possible punishments that include fines and jail time.

Hazing shall be identified in two categories: physical and psychological.

Physical hazing includes, but is not limited to:

- Paddling;
- Kidnapping;
- All forms of physical activity that are used to harass or are not part of an organized athletic contest and not specifically directed toward constructive work;
- Road trips (involuntary excursions);
- Burying in any substance;
- Requiring or compelling activities creating unnecessary work, duties, detention or any duties that impair or do not allow adequate time for study;
- Requiring or compelling the forced consumption of any liquid (including alcohol) or solid substance;
- Burning, branding or tattooing any part of the body or any other activity, whether voluntary or involuntary, that may cause physical injury or endanger the life of the individual being hazed;
- Binding or restricting any person's arms or legs in any fashion that would prohibit them from moving on their own;
- Requiring or suggesting prospective members or members to obtain articles that would be illegal to obtain or possess (items for a scavenger hunt).

Psychological hazing includes, but is not limited to:

- Any act that is likely to: (a) compromise the dignity of a member or prospective member, (b) cause embarrassment or shame to a member or a prospective member, (c) cause a member or prospective member to be the object of malicious amusement or ridicule, or (d) to cause psychological harm or substantial emotional strain.

- Confinement in any room or compartment;
- Nudity at any time;
- Requiring or compelling exposure to uncomfortable elements;
- Verbal harassment;
- Requiring or compelling the wearing, in public, of apparel that is not in good taste;
- Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum);
- Misleading prospective members in an effort to convince them that they will not become members; that they will be hurt during induction/initiation, or any other activity that would cause extreme mental stress;
- Carrying any item (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
- Blindfolding and parading individuals in public areas; blindfolding and transporting in a motor vehicle or privately conducting blindfolding activities that serve no constructive purpose.

## **Personal Behavior**

Student-athletes shall deport themselves with honesty and integrity at all times. Their behavior shall at all times reflect the high standards of honor and dignity that characterize athletic participation at Centenary. Certain actions will reflect poorly on you, your family, the team, and Centenary. Actions which will not be tolerated include, but are not limited to, the following:

1. Belligerent language or behavior toward any university official, specifically instructors
2. Sexual harassment
3. Violence, actual or threatened
4. Illegal possession, use, manufacture, sale, or distribution of alcohol or other drugs
5. Arrests for MIP (minor in possession), DUI (driving under the influence), DWI (driving while intoxicated), PI (public intoxication), or contributing to a minor.
6. Per NCAA Bylaw 10.3, student-athletes "shall not knowingly:
  - a) provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
  - b) solicit a bet on any intercollegiate team;
  - c) accept a bet on any team representing the institution;
  - d) solicit or accept a bet on any intercollegiate competition for any item that has a tangible value, or
  - e) participate in any gambling activity that involves intercollegiate or professional athletics through a bookmaker, a parlay card and for student-athletes, professional or any other method employed by organized gambling."
7. Additional prohibited behaviors include, but are not limited to the following:
  - a) Refusal to comply with any lawful order of a clearly identifiable university official acting in the performance of his/her duties;
  - b) The forgery, fraudulent altering, willful falsification, or otherwise misuse of university or non-university records;
  - c) Furnishing false information to the university with the intent to deceive;
  - d) Bribery or the attempt to bribe a university official;
  - e) Misappropriation of university funds;
  - f) Theft or knowingly possessing stolen property;
  - g) The violation of university computer policies;
  - h) Committing a lewd act in public.

### **Social Networking Websites**

Social networking sites must be operated with extreme caution. You are not to have a site that is inaccessible or unknown to your head coach and other athletic department personnel. Websites must be given to your head coach in advance. You must police your site regularly. Any inappropriate pictures, words, songs, etc. are forbidden and are considered your responsibility. This site must be decent and respectable, not just to you but to anyone else who visits it! Remember you are representing Centenary College, your teammates, your coaches, the athletic department, and most importantly, **yourself**.

## SPORTSMANSHIP

NCAA Principle of Sportsmanship and Ethical Conduct is stated as follows:

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

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

*(b) Educate, on a continuing basis, all constituencies about the policies in 2.4-(a). (Adopted: 1/9/96)*

Student-athletes should always show respect for their opponents. Although expected to play with intensity and emotion, Centenary student-athletes are expected to refrain from unsportsmanlike behavior including but not limited to the following:

1. Fighting with opponents, fans, or officials
2. Taunting opponents
3. Exhibiting disrespectful attitudes toward opponents or officials
4. Inciting crowd hostility toward opponents, opposing fans, or officials
5. Using profane or vulgar language
6. Public criticism of game officials

If the sport rules governing unsportsmanlike conduct are stricter than those of Centenary and the conference, the rules of the sport take precedence.

### **SCAC Code of Ethics**

Section 1 – Abusive, profane, or insulting language directed at any player, coach, official, any staff member at a conference institution, or the commissioner, is completely unacceptable by anyone associated with the conference and its member schools. Such misconduct could result in disciplinary action by the individual's institution and/or the commissioner.

Section 2 – It is completely unacceptable for anyone to directly comment in a derogatory manner to a media member on a player, coach, official, any staff member of a conference institution, or the commissioner. Such misconduct could result in disciplinary action by the individual's institution and/or the commissioner.

Section 3 – Neither a coach nor his/her representative may enter the officials' dressing room facilities. The officials' dressing room must remain private. A capable security guard must be responsible for maintaining the privacy and safety of officials while they are on campus.

Section 4 – A report of any ejections from athletics events involving conference teams must be reported to the conference office within 48 hours after the contest by the host institution. If the contest is a non-conference event, the member institution is responsible for notifying the conference office of any ejections within 48 hours. An ejection could result in disciplinary action by the individual's institution and/or the commissioner. The Athletics Directors Advisory Council will serve to assist the commissioner on any such rulings involving potential suspensions of student-athletes and/or coaches as it relates to potential violations of the SCAC Code of Ethics.

## **GAMBLING**

Gambling is one of the most serious NCAA violations and results in significant loss of eligibility. You may not bet, solicit bets, or participate in a wager or any form on an intercollegiate or professional contest. It does not matter if it is not your sport. You may not put money in a pool (e.g., you put \$5 in a Final Four pool and list whom you think will advance in each round). Any form of betting, no matter how small the wager, will jeopardize your eligibility and is strictly prohibited. Athletes should report to their head coach any offer to gamble on the outcome of any athletics competition whether directly or indirectly. Athletes should also report any contact seeing information or attempting to “set up a fix” on any athletics contests. If you have any questions, please contact the Centenary compliance staff.

Per NCAA Bylaw 10.3, student-athletes “shall not knowingly:

- f) provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- g) solicit a bet on any intercollegiate team;
- h) accept a bet on any team representing the institution;
- i) solicit or accept a bet on any intercollegiate competition for any item that has a tangible value, or
- j) participate in any gambling activity that involves intercollegiate or professional athletics through a bookmaker, a parlay card and for student-athletes, professional or any other method employed by organized gambling.”

## **DRUG, ALCOHOL, AND TOBACCO POLICIES**

The use of illegal drugs, alcohol, and tobacco by all game and practice personnel (student-athletes, coaches, and other staff) is prohibited. The prohibition applies in locker (dressing rooms), practice sessions and playing fields and arenas BOTH HOME AND AWAY. Any violation of this policy shall result in disqualification from the contest.

### **Banned Drugs**

Each year, the NCAA publishes an official list of banned drugs. The list is provided to each student-athlete and is always accessible via the NCAA website. Each year, prior to participation of any kind, student-athletes must consent to participation in the NCAA Drug Testing Program. Failure of or failure to participate in an NCAA Drug Test will result in the student-athlete being declared ineligible for competition for one calendar year. After one calendar year, the student-athlete will be retested. A negative test will result in the immediate reinstatement of eligibility. A positive test will result in the permanent loss of eligibility at any NCAA member institution. Questions about the permissibility of any controlled or over the counter substance should be directed to the athletic training staff.

### **Alcohol Policy**

Centenary does not condone the unlawful use, misuse, or abuse of alcohol by its students. Arrests for MIP (minor in possession), DUI (driving under the influence), DWI (driving while intoxicated), PI (public intoxication) or Contributing to a Minor will not be tolerated and are grounds for athletics-specific disciplinary actions including suspension from or dismissal from the team.

### **Tobacco Policy**

Use of tobacco products is in violation of NCAA Bylaw 17.1.6.3. A student-athlete who uses tobacco products during a practice or competition shall be suspended from practice and competition until reinstated by the Athletics Director.

## 2012-13 NCAA Banned Drugs

The NCAA bans the following classes of drugs:

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers (banned for rifle only)
- d. Diuretics and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens
- h. Beta-2 Agonists

**Note: Any substance chemically related to these classes is also banned.**

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

**Drugs and Procedures Subject to Restrictions:**

- a. Blood Doping.
- b. Local Anesthetics (under some conditions).
- c. Manipulation of Urine Samples.
- d. Beta-2 Agonists permitted only by prescription and inhalation.
- e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

**NCAA Nutritional/Dietary Supplements Warning:**

**Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!**

1. Dietary supplements are not well regulated and may cause a positive drug test result.
2. Student-athletes have tested positive and lost their eligibility using dietary supplements.
3. Many dietary supplements are contaminated with banned drugs not listed on the label.
4. **Any product containing a dietary supplement ingredient is taken at your own risk.**

**It is your responsibility to check with the appropriate or designated athletics staff before using any substance.**

Note to Student-Athletes: There is no complete list of banned substances!!

**Do not rely on this list to rule out any supplement ingredient.**

**Check with your athletics department staff prior to using a supplement.**

**1. Stimulants:**

amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, "bath salts" (mephedrone) etc.

*exceptions:* phenylephrine and pseudoephedrine are not banned.

**2. Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione):**

boldenone; clenbuterol; DHEA (7-Keto); nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

**3. Alcohol and Beta Blockers (banned for rifle only):**

alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

**4. Diuretics (water pills) and Other Masking Agents:**

bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

**5. Street Drugs:**

heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073)

**6. Peptide Hormones and Analogues:**

growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

**7. Anti-Estrogens:**

anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.

**8. Beta-2 Agonists:**

bambuterol; formoterol; salbutamol; salmeterol; etc.

**Any substance that is chemically related to the class, even if it is not listed as an example, is also banned.**

NOTE: Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password ncaa1, ncaa2, or ncaa3.

It is your responsibility to check with your athletics staff before using any substance.

## **SUPPORT SERVICES**

### **The Student Resource Center (SRC)**

SRC provides free peer-tutoring service in a wide variety of subjects (including writing) for all Centenary students. If there is a need for assistance in a specific skill area or course for which tutoring is not offered, students should contact the SRC Coordinator to request the addition of the specific skill area or course to the scheduled tutorial offerings (this may or may not be possible). SRC tutoring occurs in Magale Library on a drop-in basis (no reservation required) and the schedule can be found at [www.centenary.edu/src/tutoring](http://www.centenary.edu/src/tutoring). All student tutors are qualified by their professors as having both the knowledge and disposition to be successful peer tutors. The SRC website also contains links to resource on writing and other study skills ([www.centenary.edu/src/resources](http://www.centenary.edu/src/resources)). In addition, the SRC Coordinator works with any Centenary student interested in improving their classroom performance on a one-on-one basis. Please email [kbrownholland@centenary.edu](mailto:kbrownholland@centenary.edu) to set up meetings.

### **Chaplain of the College**

The Chaplain of the College serves as pastor to the Centenary community and liaison to the different denominational campus ministries. The Chaplain is available for short term spiritual counseling. There are opportunities available for worship, Bible Study, and individual spiritual direction offered through various campus ministries and the Chaplain's office. A general listing of worship opportunities throughout the area is available in the Chaplain's office. The [Religious Life website](#) offers information or you may call the Chaplain's office at 869.5157.

### **Counseling Services**

#### **Counseling**

The mission of the [Counseling Center](#) is to provide students with brief, solution focused counseling that enables them to cope with personal problems that may impede their success as college students. Referrals to community resources can also be made. Counseling is provided free of charge to all currently enrolled Centenary students. Confidentiality is strictly maintained. The Center is located on the ground floor of Rotary Residence Hall, phone number 869.5466.

#### **Disability Services**

Centenary assures students with disabilities equal opportunity to reach the same level of achievement as other students in the most integrated setting appropriate to the individual's needs. No qualified student shall be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity. Services for students with disabilities are available by contacting the Counseling Center at 869.5466, which is located on the ground floor of Rotary Residence Hall. Students are required to register with this office each semester to obtain accommodations.

<http://www.centenary.edu/student services/counseling>

<http://www.centenary.edu/student services/ds>

### **Study Hall**

Study hall policies are set by the head coach of your sport. The coach has the authority to set rules and regulations on who must attend study hall, when and where the study hall will be held, and what services (if any) will be offered during the study hall period. It is *strongly recommended* that you contact your head coach immediately if you feel you need some type of tutoring assistance.

### **Travel Computers**

Each team has been assigned a laptop computer for use by student-athletes while traveling or in a study hall setting around the coaches' offices. Please contact your head coaches to seek the use of these computers.

### **Academic Advising**

Each student at Centenary College is provided a faculty academic advisor who has access to the most up-to-date information on major areas of study and graduation. The faculty advisor ensures that all requirements are being met in order to continue satisfactory progress toward a degree.

### **Career Counseling**

Free career counseling is available to all students at Centenary College. Your head coach or any athletics administrator can help you locate the appropriate offices on campus where these services may be obtained.

### **Financial Aid**

All financial aid is awarded by the Financial Aid Office. Coaches and athletics administrators do not participate in the packaging and/or awarding of financial aid. For any questions concerning your financial aid package, please contact the Financial Aid Office.

### **Weight Room**

The Athletic Department houses a student-athlete weight room. The weight room is located in the upper balcony of the Gold Dome. Student-athletes may use this weight room facility **only** under supervision of a coach or approved monitor.

The Fitness Center on campus is available for individual workouts with a more wide ranging time schedule.

### **Sports Information**

Centenary employs a full-time Sports Information Coordinator (SIC) in the College's Department of Marketing and Communications. The SIC assists the media in the coverage of Centenary Athletics, manages the production and distribution of game statistics, produces all athletic publications and news releases, and maintains the official athletics website.

It is critical that all student-athletes complete media-related questionnaires given to you by the SIC and coaches. Student-athletes should not agree to speak to any member of the media until it is cleared through the SIC. If an interview is granted to a member of the media, the student-athlete(s) will be informed by the SIC of the date, time, and place that he or she should report to conduct the interview.

## SPORTS MEDICINE

The athletic training room is staffed and supervised by licensed athletic trainers. The training room houses several rehabilitation units, a whirlpool and many rehabilitation aids. The training staff makes every effort to treat and resolve most medical problems on campus without any cost to the student-athlete. Of course, some injuries require more in-depth medical attention. Our training staff works closely with Willis-Knighton Health System physicians to provide this care when necessary.

**\*\*\*Student-athletes are responsible for reporting their injuries and illnesses to the athletic trainer, including signs and symptoms of concussions.**

### **General Procedures**

Treatments will be available to all student-athletes; however, in-season athletes will have priority for treatment. Failure of an injured student-athlete to keep treatment and/or rehabilitation appointments or consistently neglect prevention efforts will be interpreted as his/her unwillingness to cooperate with the training staff. Coaches will be informed of any such unwillingness to cooperate by their student-athletes.

If, in the opinion of the supervising athletic trainer, a student-athlete should be referred to the team physician(s) or another medical specialist for consultation due to an athletic injury, the following procedures must be followed:

The supervising athletic trainer will make an appointment with the consultant. The student-athlete will fill out the proper paperwork (provided by the athletic trainer) for insurance coverage.

If personal transportation is not available, the supervising athletic trainer will make arrangements for transportation.

NOTE: The Athletic Department will not be responsible for any expense incurred by examination of a consultant if this procedure is not followed.

### **Athletics Accident Insurance**

In addition to services available through the athletic training room, the NCAA and Centenary College provide secondary insurance coverage. However, to maintain eligibility for competition and ensure coverage, all student-athletes must adhere to the following policies and regulations concerning examinations, injuries, hospital stays, and insurance coverage.

In addition to the information contained below, student-athletes should be aware of some additional guidelines, which apply to medical needs and insurance coverage. Those guidelines are as follows:

Student-athletes who have sustained any injuries one year prior to being a team candidate are required to report these injuries to the head athletic trainer or team physician(s).

Student-athletes who have had any infectious diseases or other serious illnesses including surgical problems during the previous calendar year must report these problems to the supervising athletic trainer and team physician(s) prior to participation in practice or competition.

Failure to report such injuries or illnesses relieves Centenary College of all liability, in the event that the student-athlete sustains a subsequent injury or re-injury to the affected part, provided the original injury was a contributing factor to the subsequent injury in the opinion of the team physician(s).

Loss of one of any paired organ (i.e. eye, kidney, testicle, etc.) shall disqualify one from participating in any intercollegiate team sponsored by the Athletic Department unless the team physician(s) deems otherwise and so states in writing in which sports the student-athlete may participate.

All returning student-athletes will notify the Athletic Trainer of past injuries and problems that could effect athletic participation. If in the opinion of the athletic trainer, the team physician(s) should further examine the student-athlete, then a referral will be made at that time.

Expenses associated with other injuries and all general illnesses (medications, laboratory work, etc.) are the responsibility of the student-athlete and his/her parents or guardians.

If the student-athlete and/or the parent(s), guardian(s), and/or spouse prefer to seek other medical care of their choice, the following guidelines apply:

- The Athletic Department will assume no financial responsibility for any expenses incurred.
- The Athletic Department will not render any follow-up medical care.
- The Athletic Department will not allow the student-athlete to participate until the following conditions have been met:

The Athletic Department receives a detailed written report and other required medical records from the attending physician. This must include a written release for practice and/or competition within the student-athlete's specific sport.

The student-athlete has demonstrated full skills and abilities necessary to compete in their selected sport.

The student-athlete seeks and passes a pre-participation physical examination by the team physician(s) if deemed necessary by the team physician(s) and/or Head Athletic Trainer.

The guidelines above are in force for any student-athlete who seeks medical care for an off-season, non-athletic injury.

The Athletic Department is not responsible for expenses incurred from physician consultants for the purpose of a second opinion when requested by the student-athlete and/or parents, guardian, and/or spouse.

Centenary College's liability for medical expenses resulting from injuries and illness for student-athletes is contingent upon adherence to the following guidelines:

Injury or Illness: The student-athlete is responsible for reporting to a representative of the Athletic Training Staff all athletic injuries or illnesses associated with the athlete's sporting activities or will bring these problems to the attention of other medical providers as necessary.

In the event of an emergency, on campus, due to an athletic injury, the athlete may be transported to the training facilities or local medical care facilities and necessary medical attention dispensed.

The student-athlete is not permitted to seek medical attention without prior authorization from the athletic training staff, except in emergencies.

### **Pregnancy Policy**

A pregnancy policy has been established for the protection of female student-athletes and is as follows:

Any woman who is pregnant will not be allowed to participate in contact sports after her third month of pregnancy.

The first three months are contingent upon attending physician approval that must be presented in writing.

Any woman who is pregnant will be allowed to participate in non-contact sports through her sixth month of pregnancy as long as she presents a written statement of approval from her attending physician.

Any woman who aborts must have a release from her attending physician stating approval to return to competition and must be cleared by the team physician(s).

## OTHER IMPORTANT INFORMATION

### **Complimentary Admissions**

Under NCAA rules, each student-athlete may designate up to four people to receive complimentary admissions through a pass list for each contest in the sport in which he or she participates. All guests receiving complimentary admissions will be required to present valid identification. You may not sell your complimentary admissions or exchange them for any item of value. Do not provide tickets or complimentary admissions to agents.

You should be reminded that all Centenary College students, faculty and staff receive free admission to all institutional athletic events held on the Centenary College campus with a valid Centenary I.D.

To ensure you take advantage of the complimentary admission program while complying with NCAA, ASC, and institutional regulations, you are requested to do the following: Prior to each home competition, your head coach will require your team to complete the Complimentary Admission List. At that time place the four persons you wish to receive complimentary admission to the list. These four persons are required to show proper identification and sign for admittance into the contest. It is YOUR RESPONSIBILITY to make sure that your guests understand the rules and are prepared to comply.

### **Travel**

Only student-athletes who are eligible for intercollegiate competition are allowed to travel on athletic road trips. Student-athletes who are not eligible may not travel with his/her team as a "manager", "filmer", or in any other capacity. The SCAC mandates certain travel limitations that must be observed by the respective sport.

### **Sanctions**

Student-athletes who are found to be in violation of college or department policy may be subject to disciplinary action over and above that imposed by law enforcement and/or the regular disciplinary authority at Centenary (i.e. Honor Court, Dean of Student Life). Each case will be decided individually. Examples of sanctions include, but are not limited to:

1. Verbal reprimand
2. Verbal or written warning
3. Suspension from practice or games
4. Dismissal from the team

Student-athletes who wish to appeal a departmental sanction may do so by requesting, in writing, a hearing with the appeals committee. Said committee will consist of the Athletic Director, Senior Woman Administrator, Compliance Coordinator, and Faculty Athletics Representative.

## **Sample Grievance Procedure**

If any issues with another teammate, coaching staff, training room, equipment room, weight room, academically, etc. arise while participating on your team the first person you should address this with is your head coach. If the issue cannot get resolved between you and the head coach, your next step is to bring the issue to the Director of Athletics and Wellness. You may also contact your Faculty Athletics Representative at any time to discuss issues or problems with academics. The Senior Woman's Administrator may also be contacted if you feel that is the appropriate route to take.

## **Faculty Athletics Representative**

Your NCAA Faculty Athletic Representative (FAR) is Dr. David Hoass, Professor of Economics. He can be reached at [dhoass@centenary.edu](mailto:dhoass@centenary.edu) or by phone at 318-869-5148. Dr. Hoass serves as a bridge between the Department of Athletics and the faculty of Centenary College. He is available to talk with students about concerns related to your academic and athletic experience.

## **Transfer Request**

If a current Centenary student-athlete expresses interest to transfer from Centenary to another four-year institution, the student should be directed to the Compliance Coordinator if he/she has questions about the process. The CC and/or the Director of Athletics/Wellness can issue individual releases if the student-athlete is trying to transfer up a level within the NCAA.

In conjunction with NCAA DIII rules, a Centenary student-athlete may fill out the NCAA Self-Release at any time if they wish to transfer to another DIII institution, which is available either through the NCAA website or on our athletic website.

### **NCAA Division III Manual:**

**13.1.1.2.2 Self-Release.** Using a form made available by the NCAA national office, a student-athlete who attends a Division III institution may issue, on his or her own behalf, permission for another Division III institution to contact the student-athlete about a potential transfer. The student-athlete shall forward this form to the director of athletics at the institution of interest. Contact between the student-athlete and institution may occur during the 30-day period beginning with the date the permission to contact form is signed by the student-athlete. An additional form must be issued for contact to occur or continue beyond the initial 30-day period. *(Adopted: 1/12/04 effective 8/1/04, Revised: 1/10/05)*

**13.1.1.2.2.1 Privacy and Disclosure Requirements.** During the initial 30-day period, the institution in receipt of the form shall not notify the student-athlete's current institution of the contact. At the completion of the initial 30-day period, if the student-athlete decides to transfer to the institution in receipt of the form, the institution in receipt of the form shall notify the student-athlete's current institution within a seven-day period of the form's expiration date that the self-release was issued. At the completion of the initial 30-day period, if the student-athlete decides not to pursue the transfer, the institution in receipt of the form shall not notify the student-athlete's current institution of the contact at any time. If the student-athlete is undecided at the end of the 30-day period, the initial contact must remain private unless and until the student-athlete issues a second permission to contact form. Upon receipt of the second permission to contact form, the institution in receipt of the form shall notify the student-athlete's current institution within seven days that a second release was issued. *(Revised: 1/10/05)*

**13.1.1.2.3 Hearing Opportunity.** If the institution decides to deny a student-athlete's request to permit any other institution to contact the student-athlete about transferring, the institution shall inform the student-athlete in writing that he or she, on request, shall

be provided a hearing conducted by an institutional entity or committee outside of the athletics department (e.g., the office of student affairs; office)

### **Interviews**

The Centenary Athletic Department conducts a survey of student-athletes at the end of each of the respective playing seasons. Your participation is very important and the comments you provide will be used to improve the overall athletics program.

The interview touches on every area of the student-athlete's experience at Centenary and is very useful in correcting problems or areas of concern in the athletic program, as well as highlighting those areas of satisfaction.

## **STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)**

The SAAC consists of two student-athletes from each team who are selected by their coaches and teammates. The purpose of the SAAC is to, on student-athletes' behalf,

- 1) serve in an advisory capacity to athletics administrators,
- 2) represent student-athlete interests in student government and institutional government,
- 3) participate in ASC and NCAA SAAC activities, including governance, and
- 4) coordinate special events and programming for all student-athletes.

Opportunities exist to represent Centenary as a member of the conference SAAC and to represent the conference on the NCAA [National] SAAC. Expense-paid trips for conference and national meetings are excellent opportunities to learn about and influence policy, meet new people that share your interests, and HAVE A LOT OF FUN!!!

Student-athletes are strongly encouraged to communicate concerns and ideas to their respective SAAC representatives so that they may relay them to the committee. It is your responsibility, as a member of your team, to make sure your representatives are attending the meetings and voicing your ideas, concerns, and feelings as well as those of your entire team.

## **FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)**

The FCA is touching millions of lives one heart at a time. Since 1954, the FCA has been challenging coaches and athletes on the professional, college, high school, junior high, and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA is the largest interdenominational, school-based, Christian sports organization in America. FCA focuses on serving local communities by equipping, empowering, and encouraging people to make a difference for Christ.

The FCA Mission is to present to athletes and coaches and all whom they influence, the challenge and adventure of receiving Jesus Christ as Lord and Savior, serving Him in their relationships and in the fellowship of the church.

The FCA Vision is to see the world impacted for Jesus Christ through the influence of athletes and coaches.

Specifically on the Centenary campus, FCA's heart is to serve athletes and coaches and provide a family atmosphere once a week where the pressures of school and college athletics can fade away and their walk with Christ can be encouraged and nurtured.

The FCA huddle at Centenary meets one night a week in Kilpatrick Auditorium. The night is typically Wednesday, but that may be subject to change each semester. At each meeting you will find food, games, great worship and Biblical teaching!

Come be a part of something very special!

Centenary College FCA Sponsor: Adam Walsh