

Student-Athlete Handbook

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Patriot Athletics Welcome Letter

Dear Student-Athlete,

I am very excited that you have chosen to become an Arlington Baptist Patriot. Competing at the collegiate level while obtaining a Christ-centered education is an honor and privilege that you will obtain while being a part of ABU Athletics.

The purpose of the student-athlete handbook is to acquaint you with the policies and procedures of the Arlington Baptist University Athletic Department, the NCCAA and the ACCA.

This handbook is designed to provide you with guidance for a successful athletic experience. ***Please note that you will be responsible for learning and abiding by these policies and procedures. It can be accessed at any time on the Arlington Baptist University athletic web page: abpatriots.com***

I hope this upcoming year is one of growth and achievement in your academic, athletic, and spiritual endeavors.

Sincerely,

Director of Athletics

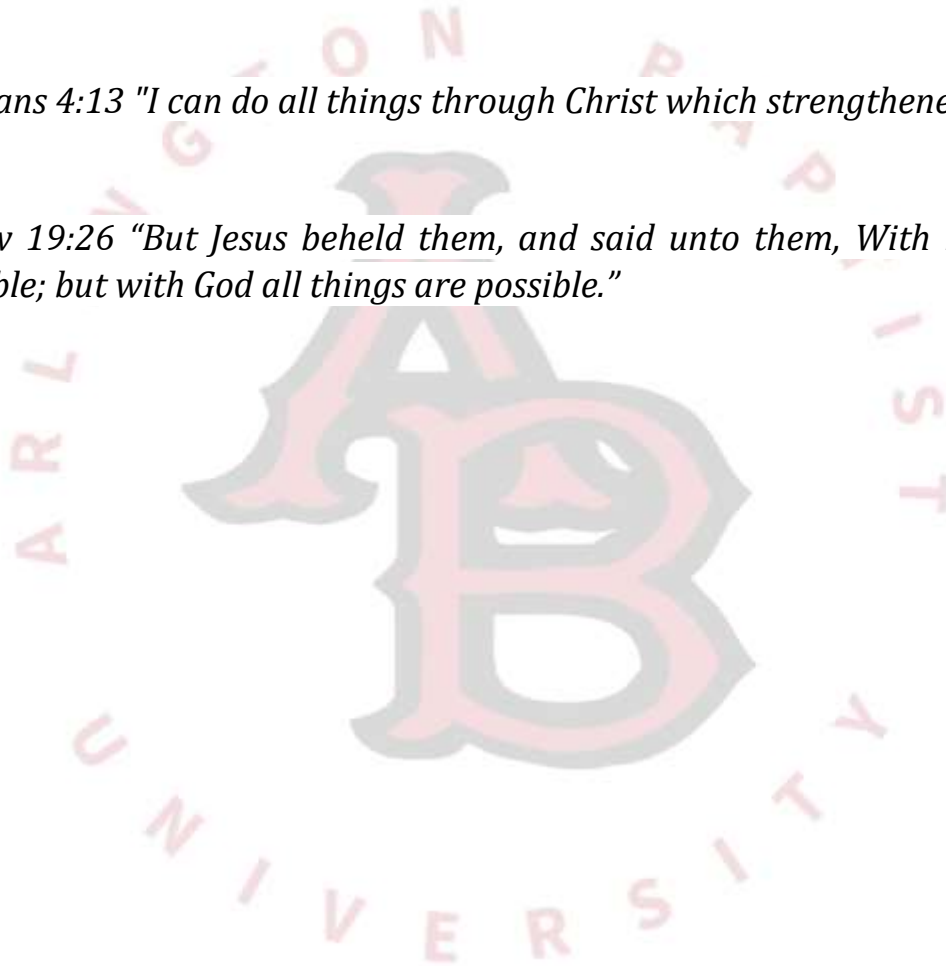
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ABU Athletic Mission Statement

The mission of Arlington Baptist University Athletic Department is to provide a Christ-centered athletic experience as indicated in our Articles of Faith (section XXI) for all student-athletes and to produce servant leaders who will integrate faith and learning in their respective callings.

Philippians 4:13 "I can do all things through Christ which strengtheneth me."

Matthew 19:26 "But Jesus beheld them, and said unto them, With men this is impossible; but with God all things are possible."



ABU Athletic Philosophy Statement

Arlington Baptist University will enable student-athletes to become champions on and off the field, through teamwork, sportsmanship, and athletic competition, while modeling a relationship with Jesus Christ. The student-athlete's emotional, spiritual, physical, and academic welfare is our priority.

This philosophy stands on the following principles of the NCCAA Philosophy Statement:

- "...offering intercollegiate athletic participation opportunities to as many of its students as possible, whether or not these students are athletically recruited."
- "...striving for broad participation and competitive excellence, encouraging sportsmanship and ethical conduct, and developing positive social attitudes in all of its athletic endeavors."
- "...recognizing the dual objectives in an athletic program of serving both the campus and general public."

ABU Student-Athlete Code of Conduct

ABU Athletics is an essential tool that plays a significant role in the development of leadership skills and Godly character of a student-athlete. Therefore, every effort should be made to demonstrate the highest standard of excellence in every aspect of the student-athlete's life, as follows:

- Comply with all policies and procedures for participation in the NCCAA and ACCA.
- Respect coaches, administrators, officials, and fans as I represent my institution, the NCCAA and the ACCA.
- Demonstrate and encourage Godly characteristics to my teammates by adhering to high standards of personal honesty and integrity.
- Accept responsibility for my behavior and performance in the academic setting as well as the athletic arena.

ABU Athletics Sportsmanship

The ABU Athletics Department expects sportsmanlike conduct of its student-athletes and will not tolerate any of the following behaviors:

- Physically abusing an official, coach, athlete, opponent, or spectator;
- Throwing objects at an individual, spectator or across a field or court;
- Seizing equipment or cameras from officials or the news media;
- Inciting players or spectators to violent action or any behavior that insults or defiles an opponent's tradition;
- Using obscene or inappropriate language or gestures directed toward officials, opponents, team members or spectators;
- Making public statements which are negative, controversial or not in compliance with the Department's policy on media relations; or
- Violating any of ABU's Articles of Faith or any other standard set forth by the head coach and Director of Athletics.

ABU Athletics Gambling and Bribery

A student-athlete's participation in any form of gambling and/or accepting bribes in the most minor way, could jeopardize their athletic career.

Because of the extreme importance of this issue, you are asked to abide by the following guidelines:

- Report to your coach any attempt to secure information concerning situations which might alter the normal performances of your team.
- You are required by both the Athletic Department and NCCAA to report any individual who offers gifts, money, or favors in exchange for supplying information or for attempting to alter the outcome of any contest.
- Be aware of the legalities of gambling at an institution and state level. Understand that the consequences at the University level may be expulsion and that the University will also assist with the enforcement of federal, state, and local anti-bribery laws.
- Don't accept any money from a fan for a game well played.
- Don't attempt to sell your complimentary admissions to anyone.
- Don't discuss the condition or attitude of your team with anyone other than your teammates or coaches.

ABU Athletics Alcohol and Drug Policy

The Arlington Baptist University Alcohol and Drug policy concerning the use, possession, or distribution of alcoholic beverages and/or illicit drugs is detailed below. Please note that this applies to all students regardless of age.

Standards of Conduct:

- The University code of conduct prohibits possession and consumption or being under the influence of alcoholic beverages.
- The University code of conduct prohibits possession and consumption or being under the influence of any illicit drugs.
- The University code of conduct requires that all students and employees be in compliance with all local, state, and federal laws regarding illicit drugs including, but not limited to, their use, sale, possession, or manufacture.
- The University code of conduct requires that employees and students must notify the University, in writing, of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

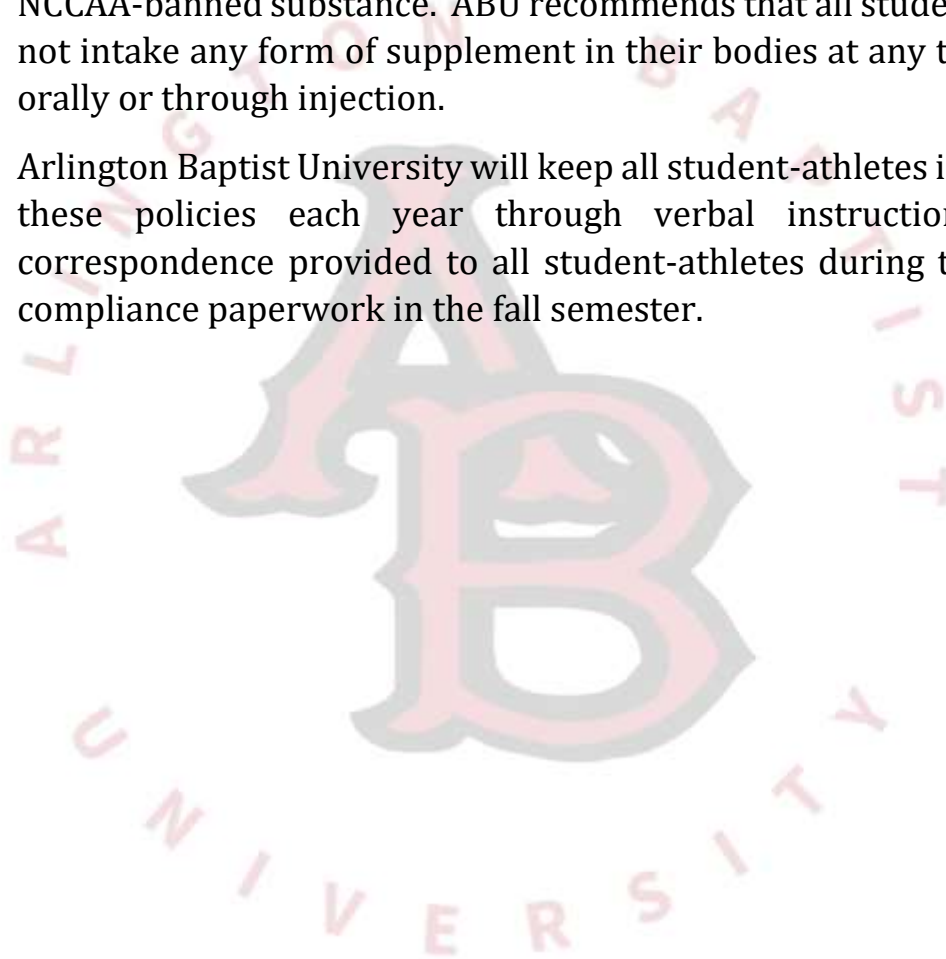
ABU Athletics Drug Testing Policy

Arlington Baptist University is committed to having a drug-free athletic department. All student-athletes are subject to random drug testing throughout the year. The following procedures and guidelines have been instituted to eliminate the occurrence of drugs and NCCAA-banned substances at ABU:

- Each student-athlete is required to sign an ABU consent form and a NCCAA Drug Testing consent form annually. The signing of this consent form allows ABU and the NCCAA to test the athlete population, as they deem necessary. In order to participate in athletics, both the ABU and NCCAA Drug Testing consent forms must be signed by the student athlete.
- Arlington Baptist University will conduct random drug tests of the Basic Sports Panel with an Ephedrine test during the academic school year. The Basic Sports Panel test identifies street drugs, including Marijuana, Amphetamines/ Methamphetamines, Ecstasy, Cocaine, and Ephedrine. These tests will be administered by the ABU Athletic Department.
 - During collection of the specimens, there will be only one athlete allowed in the restroom at a time. The collector will stand at the door of the designated toilet stall in the restroom for an observed test. An observer, consisting of the Director of Athletics, Compliance Officer, or one of the Athletic Department physician partners, who is of the same sex as the student-athlete, will observe the specimen collection to ensure validity. ABU reserves the right to obtain observed and unobserved specimens at the discretion of the Athletic Department physician partner, the Director of Athletics, and University Administration.

ABU Athletics Drug Testing Policy (cont'd)

- Any student-athlete choosing to take a supplement will do so at his/her own risk. All student-athletes taking supplements will need to understand that no ABU administration, coach or athletic trainer can or will recommend any supplement, even if the ingredients list no NCCAA-banned substance. ABU recommends that all student-athletes not intake any form of supplement in their bodies at any time, either orally or through injection.
- Arlington Baptist University will keep all student-athletes informed of these policies each year through verbal instruction, written correspondence provided to all student-athletes during their initial compliance paperwork in the fall semester.



ABU Athletics Hazing Policy

“Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or includes students at an educational institution.

All forms of hazing are prohibited by the University and state law. Texas Education Code 37.152. The Texas anti-hazing law prohibits hazing by a person(s) at an educational institution. This law also prohibits the knowing, intentional, or reckless failure to report hazing incidents to school authorities. Failure to comply with the specific provisions of the law will result in criminal penalties and fines.

ABU Athletics Student Information Release and Guidelines

The Athletics Department reserves the right to use any student-athlete's information including social networking, academic, financial and medical records as deemed appropriate.

The Sports Information Director is responsible for the publication of photographs, videos, statistics, and any other pertaining information of the student-athletes. All media is property of the ABU Athletics Department. ***Please note that NCCAA rules do not allow the Department to give any photographs and/or videos directly to student-athletes.***

Arlington Baptist University and the Athletics Department reserves the right to filter through any personal social network website. The misuse of social networks can result in disciplinary actions including expulsion from athletics by the Athletic Director. the Athletic Department and ABU Administration has developed the following guidelines.

1. Post only appropriate personal information to your profile.
 - a. Eliminate phone numbers and addresses
 - b. List only appropriate e-mail addresses and nicknames
 - c. Don't include a schedule, spring break plans, or any other information that will give away your whereabouts
2. Monitor your electronic photo albums.
 - a. Don't take photos that would be considered inappropriate**.
 - b. If an appropriate photo is taken, ask the photographer to refrain from posting the picture on the internet or, at the very least, ask them to exclude you when tagging pictured individuals.
 - c. Frequently check tagged photos. If you find an inappropriate photo tagged to your name, then un-tag it and ask the photographer to delete the picture from their album.

ABU Athletics Student Information Release and Guidelines (cont'd)

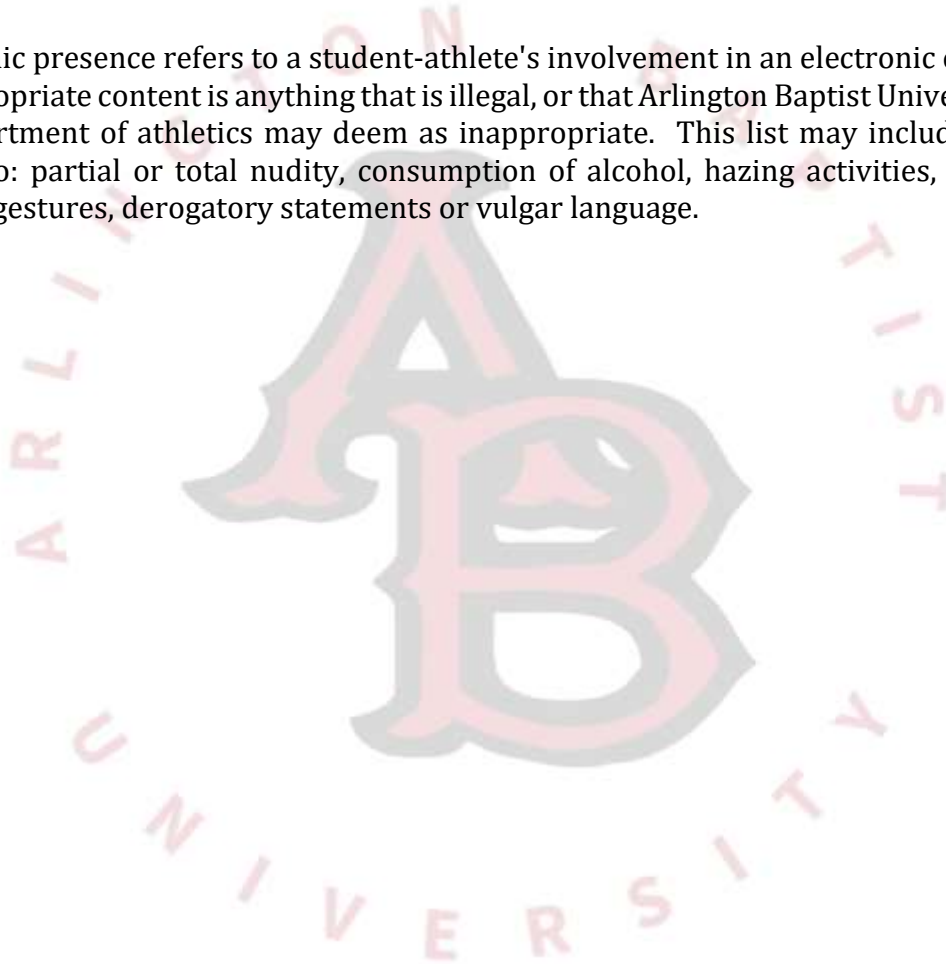
- d. Set all personal photo albums to "visible to friends only." This will help protect you from potential stalkers and will limit the exposure of any inappropriate photos that you may have unintentionally included in the posting process.
3. Monitor postings
 - a. Delete inappropriate postings from your message board.
 - b. Do not post any message that is considered inappropriate.
4. Allow only friends and acquaintances to join your group of friends.
5. Set parameters so that only people that you accept as friends may view your profile.
6. Monitor social network usage among your teammates.
 - a. Your team is only as successful as its weakest link. Help your team to make positive choices so that inappropriate conduct does not result in team-affecting consequences.
 - b. If you do not feel comfortable with confrontation, then discuss the issue with a coach or teammate and have him or her resolve the issue.
7. Only join appropriate groups.
 - a. After joining an appropriate group, continually monitor it to ensure that the name or focus does not alter in a negative way.
 - b. Do not create a group that is inappropriate.
8. Use social networking sites in a way that is non-malicious.
 - a. Do not use social networking sites to harm others, especially coaches or teammates.
 - b. Do not use social networking sites to disrespect opponents.
9. Stay current on new website features and make a consistent effort to ensure that these new evolutions do not compromise you or your institution.
10. Represent yourself in a professional manner while using social networking sites.
 - a. As a student-athlete, realize that you are an ambassador to your institution, and because of this great responsibility, you must conduct yourself in a proper manner in all aspects of your life.

ABU Athletics Student Information Release and Guidelines (cont'd)

- b. Realize that potential employers, graduate school program administrators, and others outside of your peer group may view your profile, and that what you post may have an effect on your future employment or professional reputation.

*Electronic presence refers to a student-athlete's involvement in an electronic community.

**Inappropriate content is anything that is illegal, or that Arlington Baptist University and/or the department of athletics may deem as inappropriate. This list may include, but is not limited to: partial or total nudity, consumption of alcohol, hazing activities, tobacco use, obscene gestures, derogatory statements or vulgar language.



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ABU Athletics Fee and Equipment Policy

Arlington Baptist University student-athletes are responsible for paying an athletic fee per year for dues and associated costs for athletic purposes for the school year. The athletic fee will be consistent for all athletes and will be a flat rate of \$1050.00 **per year. If your sport is in season only one semester, the fee will be assessed in the first semester that you are here.** The Arlington Baptist University Athletic Fee will cover all NCCAA, ACCA, and any other athletic association dues, and will assist with the costs associated with gym use, travel, equipment, apparel, and administration for each sport. Because of this, the athletic fee is **non-refundable**. All athletic fees will be handled by the Arlington Baptist University Business Office and will be a part of each student's personal account.

As a member of an ABU athletic team you will be issued athletic equipment, workout and competition gear, uniforms, etc. This equipment and clothing is intended for competition and practice only. It may not be utilized for personal use at any time. Use of athletic equipment or clothing for personal reasons is in violation of NCCAA rules and could affect your eligibility.

Policies may vary from sport to sport; however, normally you are responsible for any lost or stolen articles. If you are charged and/or fined for lost, damaged, or non-returned uniforms or equipment, you must pay all replacement charges and/or fines by the close of each semester. If replacement charges and/or fines are not paid, an administrative business hold will be placed on your records, and registration and enrollment will be prohibited for the following academic term, until the outstanding balance is cleared.

ABU Athletics Class Attendance Policy

Student-athletes are held to higher class attendance responsibilities than all other students. On time attendance is considered a necessary factor in the learning process. Absences for all reasons must be kept to a minimum and should not exceed 25% percent of the total class time. Student-athletes are responsible for all academic work missed during any excused or unexcused absence.

Unexcused absences and excessive tardiness could prohibit the student-athlete from participation in practices and/or games. **After two unexcused absences and/or four tardies, the student-athlete will face disciplinary action as deemed appropriate by the Athletic Director.**

Please note that NCCAA policy prohibits missing class to attend athletic practices. If you notice a conflict between your practice time and your class time, please notify your coach and academic advisor immediately so the appropriate steps can be taken.

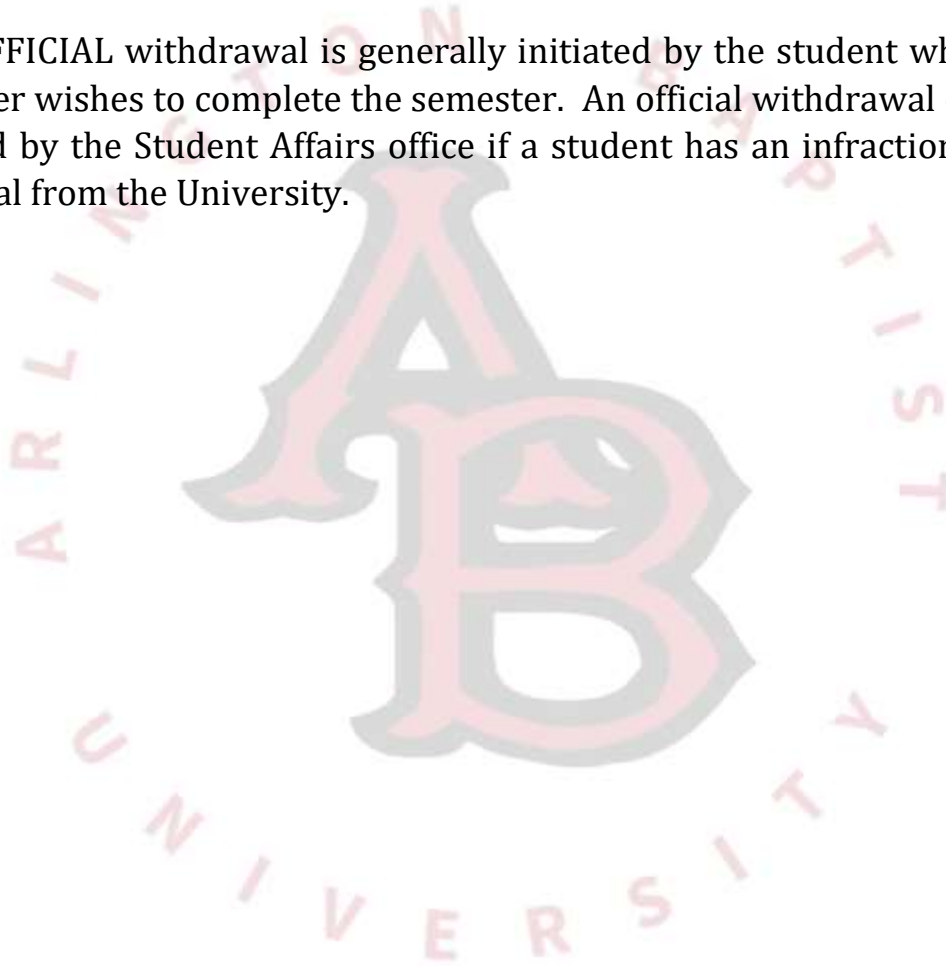
Once a student has exceeded the number of allowed absences (unexcused + excused) in a course, an unofficial withdrawal will be processed by the Professor. Anytime an unofficial withdrawal occurs, the result is a reduction of semester hours which can result in a change of status for financial aid (full-time to part-time, etc.).

The procedure for unofficial withdrawals will be as follows: the professor of the course will notify the Registrar of the student who has exceeded the number of allowed absences, the Registrar will complete the unofficial withdrawal form, and the Registrar will submit the form to the financial aid office. IF at the time of the unofficial withdrawal, we have not reached the 60% mark, the financial aid officer will process a Return to Title IV form and return the required portion of the student's financial aid to the Federal Government.

ABU Athletics Class Attendance Policy (cont'd)

Professors will monitor excused and unexcused absences and will inform the student and the administration when the student is within 2 absences of being withdrawn from the course.

**An OFFICIAL withdrawal is generally initiated by the student when he/she no longer wishes to complete the semester. An official withdrawal can also be initiated by the Student Affairs office if a student has an infraction requiring dismissal from the University.



ABU Athletics Dress Code Policy

ABU STUDENT DRESS CODE

Arlington Baptist University will follow the biblical principles of modesty when deciding how our dress code policies will be determined. Modesty, neatness, and a Christ-like manner should be characteristic of each individual. Questions concerning dress code should be addressed to the Office of Student Affairs.

1 Cor 10:31; Col 3:23-24; 1 Pet 3:3-4

We recognize opinions vary considerably regarding the word modesty and appropriateness of dress from various individual students; therefore, we have established some simple guidelines, which we require students to respect on campus. **Cleanliness, neatness, appropriateness and modesty** are the general guiding factors regarding dress code.

The future of all students will depend to a large extent as to their ability to present themselves suitably to the appropriate situation. Therefore, the classroom dress expectations can be identified as **business casual**.

Faculty, Student Life Staff and others will enforce the dress code and educate all students regarding these guidelines. Questions concerning the standard of dress should be directed to a Resident Assistant. The RAs are equipped with the information to help their peers choose the suitable attire for the appropriate situation. The Office of Student Affairs can also help with clarification in this matter. The Dean of Students reserves the right to determine the appropriateness of dress.

MEN

Classroom and Chapel Attire: Class attire is classified as business casual. It must be worn in Academic and Administrative buildings before 4:00 PM on weekdays in all classes, regardless of time. Appropriate dress for class includes:

- Collared shirts, clean ABU t-shirts, sweaters (no inappropriate designs or logos)

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ABU Athletics Dress Code Policy (cont'd)

- Pants such as dress slacks, khakis, neat jeans (properly worn with no holes, patches, or tears)
- Footwear (sandals or flip-flops are acceptable)
- **NO hats, athletic/sweatpants, durags, or hoods in class or chapel**

Casual Attire: Casual dress is acceptable in Academic and Administrative buildings after 4:00 PM on weekdays and in the Dining Hall for all meals. Appropriate casual dress includes:

- Clean shirts with sleeves (no inappropriate designs or logos)
- Neat pants, jeans, athletic/sweatpants, loose-fitting shorts
- No hats, durags, or hoods during off-campus church services

Additional Information: Shirts must be loose-fitting and not too revealing. Hairstyles and facial hair must be well-groomed. (Dean reserves the right to determine the inappropriateness of style or length)

WOMEN

Classroom and Chapel Attire: Class attire is classified as business casual. It must be worn in Academic and Administrative buildings before 4:00 PM on weekdays in all classes, regardless of time. Appropriate dress for class includes:

- Loose-fitting tops, clean ABU t-shirts, sweaters (no inappropriate designs or logos)
- Skirts and dresses that fall close to the top of the knee
- Pants such as capris and neat jeans (no holes, patches, or tears above the knee), and yoga pants/leggings (to be worn with dresses or tunic-style tops mid-thigh or longer; t-shirts are not an acceptable top with leggings)
- Footwear (sandals or flip-flops are acceptable)

ABU Athletics Dress Code Policy (cont'd)

Casual Attire: Casual dress is acceptable in Academic and Administrative buildings after 4:00 PM on weekdays and in the Dining Hall for all meals. Appropriate casual dress includes:

- Clean shirts with sleeves (no inappropriate designs or logos)
- Neat pants/capris, jeans, athletic/sweatpants, leggings (to be worn with dresses or tops mid-thigh or longer)

Additional Information: Dresses and skirts should be no shorter than one inch from the top of the knee (sitting or standing). Skirt slits must be modest; open slits should be no higher than the top of the knee, closed slits should be no higher than two inches from the top of the knee.

Anything tight, scant, backless, see-through, low in the neckline or revealing the midriff (in any position) is immodest and unacceptable. Earrings and/or plugs are permitted in ears only with the exception of a small stud or hoop in the nose. No other facial piercings are allowed, including tongue.

DRESS CODE DURING SEMESTER BREAKS

Residents who stay on campus through the summer, winter or holiday breaks are to comply with ABU standards and guidelines, including the dress code. Students who live off campus but frequently visit the campus are required to comply with the ABU dress code.

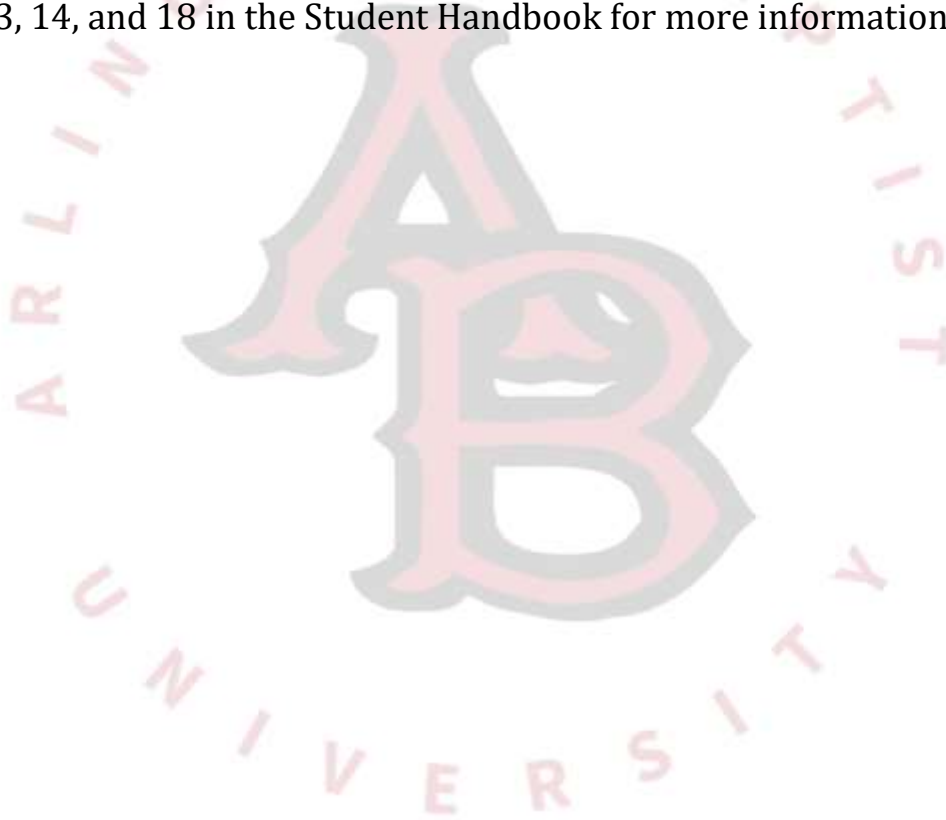
ABU Athletics Chapel Attendance Policy

Chapel attendance is a required part of the educational experience at Arlington Baptist University. Chapel services are presented on Tuesday and Thursday for all students. Student-athletes have no exemptions in regards to chapel attendance. You must notify the Dean of Students and your head coach of any absence. **After three unexcused absences and/or four tardies, the student-athlete will face disciplinary action as deemed appropriate by the Athletic Director.**



ABU Athletics Academic Conduct Policy

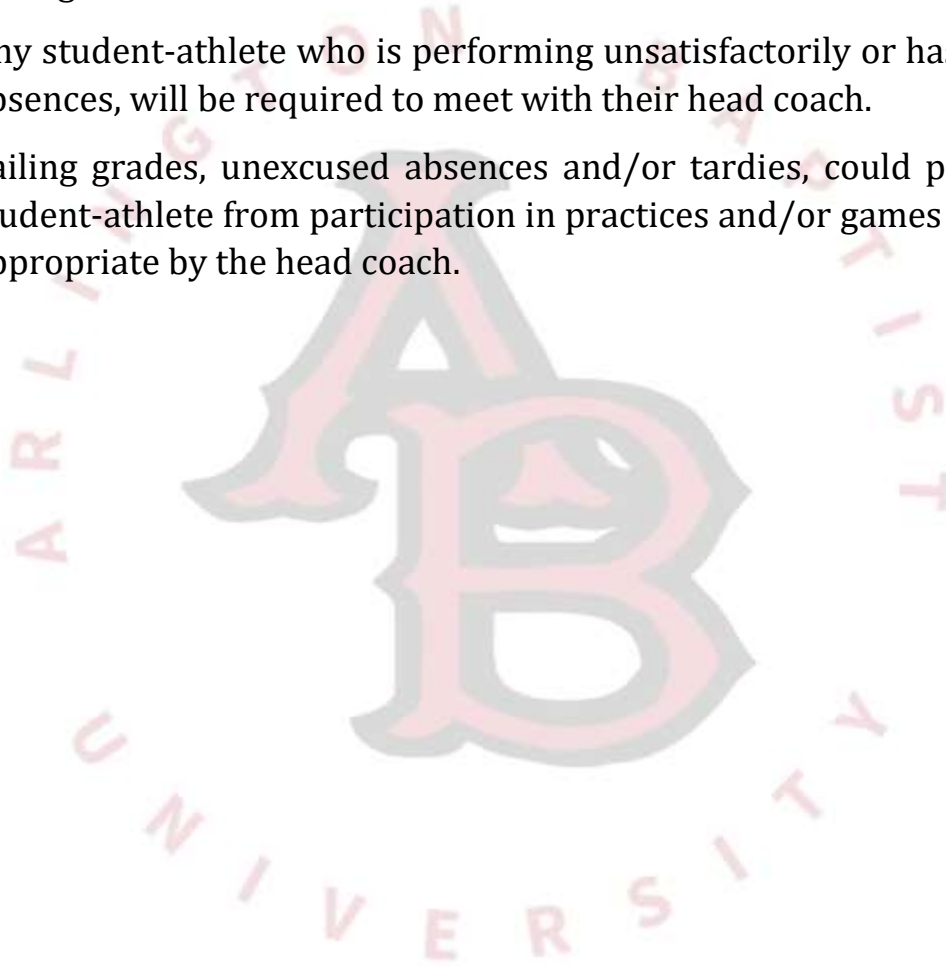
In accordance with Biblical principles of honesty and integrity, Arlington Baptist University views any act of cheating or plagiarism as a serious offense. If a faculty member observes or suspects that plagiarism or cheating has occurred, he or she is obligated to address the instance and notify the head coach, Athletic Director, and Academic Affairs office of the situation. Any violation will result in disciplinary action with the Athletic Director. Refer to pages 13, 14, and 18 in the Student Handbook for more information.



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ABU Athletics Academic Performance Policy

- The ABU Athletics Department, with the support of all coaches, conducts multiple grade checks throughout the semester.
- An academic performance form will be given to each student-athlete during each evaluation.
- Any student-athlete who is performing unsatisfactorily or has excessive absences, will be required to meet with their head coach.
- Failing grades, unexcused absences and/or tardies, could prohibit the student-athlete from participation in practices and/or games as deemed appropriate by the head coach.



ABU Athletics Hints for Academic Success

Student-athletes' opportunities for success in the classroom are enhanced if they make a strong commitment to their studies. There is a significant difference between college and high school courses. Your time is limited, especially with the additional demands of collegiate athletics. We have listed guidelines that will help you meet your academic goals.

1. **Attend class.** If you are five minutes early, you are on time. If you are on time, you are late. Attendance is crucial so that you can take notes and receive handouts that appear on future exams. If you are going to be away for a game, alert your instructors ahead of time. You may want to become acquainted with a fellow classmate so you will be able to receive any missed information that was covered while you were away. If possible, get your assignments in advance and determine when the work is due. Your class attendance is one of the criteria used by your instructor when assigning final grades.
2. **Go to class prepared and be ready to participate.** You should complete all reading and writing assignments before they are due. If you go to class unprepared, it is often difficult for you to understand the material being covered. It is difficult to catch up once you are behind. Use your time wisely and stay ahead. Check your course syllabus before each class to make sure you have the required books, materials, and assignments with you. Do not let others think you are doing fine in a class when you are struggling. Ask for help from an instructor, coach, or athletic staff. We are all here to help you succeed.
3. **Know your instructor.** Introduce yourself to your instructor. If questions arise regarding materials in the class, do not hesitate to contact them. Your instructor is interested in your classroom performance and they are there to assist you with any material related to the course. Be courteous and address your instructors by "professor" or "doctor" unless they have requested you to do otherwise. Make an appointment to see your instructor the moment you feel lost or confused in class. Most

ABU Athletics Hints for Academic Success (cont'd)

instructors are willing to help you in any way they can, provided you show a willingness to do YOUR part.

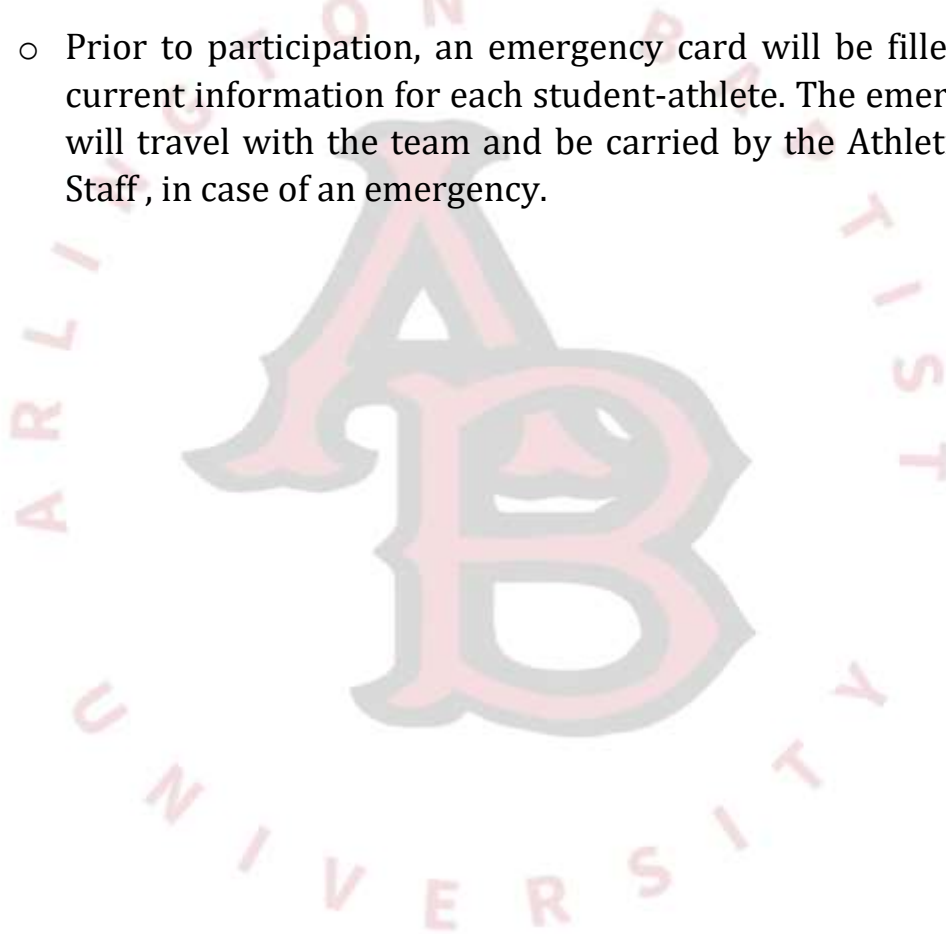
4. **Make a good impression.** Go to class on time. Entering class late shows a lack of respect and consideration for your instructor and fellow students. Do not read newspapers, magazines, listen to music, use your cell phone, iPod, etc., in class. Stay alert and focus on the material that is being covered. Ask questions when material is unclear and participate when it is appropriate. Turn in assignments on time and do not become an excuse maker. Be responsible and it will be noticed. Follow University dress code policy as stated in the student handbook (pg. 15)
5. **Don't back yourself into a corner.** If you feel you are falling behind in class, contact your academic advisor immediately. Your instructors are also available to help. You need to realize that athletes do not get special treatment from faculty. Make sure that someone knows you need help before you reach the point where you cannot do well in the course.
6. **Practice good time management.** It is often helpful to make a weekly schedule which includes your classes, practice time, meetings, study time, rest time, etc. It is helpful for you to get into a routine when you study. This will hopefully become a natural part of your day.

ABU Athletics Physical Welfare Policy

- Please be aware that any competitive athletic event has inherent physical dangers for its participants. These risks may involve minor injuries, severe injuries, or even death. The Arlington Baptist University Department of Athletics wants to remind student athletes and parents of these risks.
- All student-athletes must complete the medical history form, which encompasses medical history, insurance information, and personal information, prior to participation. This form is submitted during the admissions process. Each head coach must verify the completion of this form.
- All pre-existing conditions will be dealt with by the athlete's personal physician. ABU is not responsible for doctor visits or cost associated with pre-existing conditions.
- All student-athletes must have a full physical exam by a Licensed Physician prior to any participation in any practice or competition. ANY student-athlete without a physical is NOT allowed to participate.
- After a complete examination and a review of the ABU Medical History Form, Physician partners will declare one of the following to determine the student-athlete's status:
 - Full Clearance for athletic activities/ No restrictions
 - Clearance with restrictions
 - Not Cleared until seen by a specialist

ABU Athletics Physical Welfare Policy (cont'd)

- Student-athletes with sustained athletic injuries or illnesses should be treated by an outside physician. When an athlete receives care from an outside physician, the coaching and training staff will need copies of that doctor's dictation, rehab protocols, surgical notes or any information pertinent to the athlete's condition.
 - Prior to participation, an emergency card will be filled out with current information for each student-athlete. The emergency card will travel with the team and be carried by the Athletic Training Staff, in case of an emergency.



ABU Athletics Concussion Protocol

Introduction

Arlington Baptist University is committed to protecting the health of and providing a safe environment for each of its participating NCAA student-athletes. To this end, and in accordance with NCAA legislation, Arlington Baptist University has adopted the following Concussion Safety Protocol for all NCAA student-athletes. This protocol identifies expectations for institutional concussion management practices as they relate to (1) the definition of sport-related concussion*; (2) independent medical care*; (3) preseason education; (4) pre-participation assessment; (5) recognition and diagnosis; (6) initial suspected concussion evaluation; (7) post-concussion management; (8) return-to-learn; (9) return-to-sport; and (10) limiting exposure to head trauma.

1. Definition of Sport-Related Concussion*

The Consensus Statement on Concussion in Sport, which resulted from the 5th international conference on concussion in sport, defines sport-related concussion as follows:

Sport-related concussion (SRC) is a traumatic brain injury induced by biomechanical forces. Several common features that may be utilized to clinically define the nature of a concussion head injury include:

- SRC may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head.
- SRC typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over a number of minutes to hours.
- SRC may result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality is seen on standard structural neuroimaging studies.

ABU Athletics Concussion Protocol (cont'd)

- SRC results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.
- The clinical signs and symptoms cannot be explained by drug, alcohol or medication use, other injuries (such as cervical injuries, peripheral vestibular dysfunction, etc.) or other comorbidities (e.g., psychological factors or coexisting medical conditions).

2. Independent Medical Care*

As required by NCAA Independent Medical Care legislation, team physicians and athletic trainers shall have unchallengeable autonomous authority to determine medical management and return-to-activity decisions, including those pertaining to concussion and head trauma injuries, for all student-athletes.

3. Preseason Education

All NCAA student-athletes will be provided and allowed an opportunity to discuss educational material (e.g., the NCAA Concussion Education Fact Sheet) and be required to sign an acknowledgement, on an annual basis and prior to participation, that they have been provided, reviewed and understood the concussion education material.

All coaches, team physicians, athletic trainers, directors of athletics and other personnel involved in NCAA student-athlete health and safety decision making will be provided and allowed an opportunity to discuss educational material (e.g., the NCAA Concussion Education Fact Sheet) and be required to sign an acknowledgement, on an annual basis, that they have been provided, reviewed and understood the concussion education material.

ABU Athletics Concussion Protocol (cont'd)

4. Pre-Participation Assessment

All NCAA student-athletes will undergo a pre-participation baseline concussion assessment. This pre-participation assessment will be conducted at School Name and, at a minimum, will include assessment for the following:

- History of concussion or brain injury, neurologic disorder, and mental health symptoms and disorders.
- Symptom evaluation.
- Cognitive assessment.
- Balance evaluation.

The team physician will determine pre-participation clearance and any need for additional consultation or testing and will consider for a new baseline concussion assessment at six months or beyond for any NCAA student-athlete with a documented concussion, especially those with complicated or multiple concussion history.

5. Recognition and Diagnosis of Concussion

Medical personnel with training in the diagnosis, treatment and initial management of acute concussion will be present at all NCAA competitions in the following contact/collision sports: Men's and Women's Basketball, Men's and Women's Soccer, Baseball, Softball, Volleyball, Golf, and Cross Country.

NOTE: To be present means to be on site at the campus or arena of the competition.

Medical personnel with training in the diagnosis, treatment and initial management of acute concussion will be available at all NCAA practices in the following contact/collision sports:

ABU Athletics Concussion Protocol (cont'd)

NOTE: To be available means that, at a minimum, medical personnel can be contacted at any time during the practice via telephone, messaging, email, beeper or other immediate communication means and that the case can be discussed through such communication, and immediate arrangements can be made for the athlete to be evaluated.

Any NCAA student-athlete that exhibits signs, symptoms or behaviors consistent with concussion:

- Must be removed from practice or competition for evaluation.
- Must be evaluated by an athletic trainer or team physician (or physician designee) with concussion experience.
- Must be removed from practice/play for that calendar day if concussion is confirmed or suspected.
- May only return to play the same day if the athletic trainer, team physician or physician designee determines that concussion is no longer suspected.

6. Initial Suspected Concussion Evaluation

The initial concussion evaluation will include:

- Clinical assessment for cervical spine trauma, skull fracture, intracranial bleed or other catastrophic injury.
- Symptom assessment.
- Physical and neurological exam.
- Cognitive assessment.
- Balance exam.

7. Post-concussion Management

Activation of emergency action plan⁺, including immediate assessment for any of the following scenarios:

- If performed, Glasgow Coma Scale < 13 on initial assessment, or GCS <15 at 2 hours or more post-initial assessment.

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ABU Athletics Concussion Protocol (cont'd)

- Prolonged loss of consciousness.
- Focal neurological deficit suggesting intracranial trauma.
- Repetitive emesis.
- Persistently diminished/worsening mental status or other neurological signs/symptoms.
- Spine injury.

+ Emergency action plan may require transportation for further medical care.

Because concussion may evolve or manifest over time, for all suspected or diagnosed concussions, there will be in place a mechanism for serial evaluation of the student-athlete.

For all cases of diagnosed concussion, there must be documentation that post-concussion plan of care was communicated to both the student-athlete and another adult responsible for the student-athlete, in oral and/or written form.

Any NCAA student-athlete with atypical presentation or persistent symptoms will be re-evaluated by a physician in order to consider additional diagnoses, best management options, and consideration of referral. Additional diagnoses may include, among others: fatigue and/or sleep disorder; migraine or other headache disorders; mental health symptoms and disorders; ocular dysfunction; vestibular dysfunction; cognitive impairment and autonomic dysfunction.

8 Return-to-Learn

Returning to academic activities after a concussion is a parallel concept to returning to sport after concussion. Cognitive activities require brain energy utilization and after concussion, brain energy may not be available to perform normal cognitive exertion and function. The return-to-learn concept should follow an individualized and step-wise process overseen by a point person within the athletics department, who will navigate return-to-learn with the student-athlete and, in more complex cases of prolonged return-to-learn, work

ABU Athletics Concussion Protocol (cont'd)

in conjunction with a multidisciplinary team that may vary student-to-student depending on the specifics of the case but may include, among others:

- Team physician.
- Athletic trainer.
- Psychologist/counselor.
- Neuropsychologist consultant.
- Faculty athletics representative.
- Academic counselor.
- Course instructor(s).
- College administrators.
- Office of disability services representative.
- Coaches.

A student-athlete who has suffered a concussion will return to classroom/studying only as tolerated with modification of schedule/academic accommodations, as indicated, with help from the identified point-person. Campus resources will be engaged for cases that cannot be managed through schedule modification/academic accommodations. Campus resources will be consistent with the ADA and will include one of the following:

- Learning specialists.
- Office of Disability Services.
- ADA Office.

A student-athlete will be re-evaluated by a team physician (or their designee) if concussion symptoms worsen with academic challenges or in the event of atypical presentation or persistent symptoms lasting longer than two weeks.

9. Return-to-Sport

Unrestricted return-to-sport should not occur prior to unrestricted return-to-learn for concussions diagnosed while the student-athlete is enrolled in classes. Final determination of unrestricted return-to-sport will be made by an Arlington Baptist University team physician or his/her medically qualified

ABU Athletics Concussion Protocol (cont'd)

designee following implementation of an individualized, supervised stepwise return-to-sport progression that includes:

1. Symptom-limited activities of daily living.
2. Light aerobic exercise without resistance training.
3. Sport-specific exercise and activity without head impact exposure.
4. Non-contact practice with progressive resistance training.
5. Unrestricted training.
6. Unrestricted return-to-sport.

The above stepwise progression will be supervised by a health care provider with expertise in concussion, with it being typical for each step in the progression to last at least 24 hours.

NOTE: If at any point the student-athlete becomes symptomatic (more symptomatic than baseline), the team physician or physician designee will be notified, and adjustments will be made to the return-to-sport progression. *

11. Reducing Head Impact Exposure

Arlington Baptist University is committed to protecting the health of and providing a safe environment for each of its participating NCAA student-athletes. *To this end and in accordance with NCAA association-wide policy, ABU will reduce student-athlete head impact exposure in a manner consistent with Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes. For example:*

- *Arlington Baptist University teams will adhere to existing ethical standards in all practices and competitions.*
- *Using playing or protective equipment (including the helmet) as a weapon will be prohibited during all practices and competitions.*
- *Deliberately inflicting injury on another player will be prohibited in all practices and competitions.*

ABU Athletics Concussion Protocol (cont'd)

- *All playing and protective equipment (including helmets), as applicable, will meet relevant equipment safety standards and related certification requirements.*
- *ABU will keep the head out of blocking and tackling in contact/collision, helmeted practices and competitions.*
- *ABU will emphasize education of proper technique to reduce head impact exposure for all contact and collision sports, with a special emphasis in the pre-season.*



ABU Athletics Insurance and Procedures

- Prior to any participation, all athletes must show proof of primary insurance and must provide the athletic staff current information on their insurance policy.
- Student-athletes who are not covered under their own family insurance plan or other personal insurance plan will be required to obtain their own method of medical financial assistance. The family or personal plan will always be the primary coverage in the event of an athletic-related claim and the athlete is responsible for all deductibles.
- Athletes must inform all doctors, hospitals, or other medical providers of the appropriate information about your insurance carriers.
- Athletes must file claims with his or her primary insurance carrier in accordance with the terms of the policy on the day of the initial visit to the doctor or hospital.
- You must report any athletically-related illness or injury to the head coach. The Department of Athletics does not assume any financial responsibility for medical treatment obtained.
- Student-athletes are covered by the NCCAA Catastrophic Injury Insurance Program which covers the student-athlete who is catastrophically injured while participating in a covered intercollegiate athletic activity. More information on the NCCAA Catastrophic Injury Insurance Program can be obtained at www.theNCCAA.org

ABU Athletics Compliance Policy

To compete in intercollegiate athletics as a student-athlete, it is essential that you know the NCCAA rules and regulations related to collegiate sports. Any violation of these rules and regulations could have severe negative consequences for you and the University. At the beginning of each academic year, each student-athlete is required to sign several compliance documents prior to being permitted to practice or compete. Failure to sign any of these documents will result in immediate ineligibility for practice, competition, and any athletics aid.

The Compliance Coordinator (Janie Taylor), monitors, and verifies compliance with all NCCAA bylaws and educates the various constituencies of the athletic programs regarding the NCCAA. The Compliance Coordinator is committed and obligated to the principle of institutional control in operating its athletics programs in a manner that is consistent with the letter and the spirit of the NCCAA and the University rules and regulations.

- A key responsibility of the Compliance Office is to investigate potential NCCAA rules violations when necessary. The reporting of violations can come in many forms. There are times where an anonymous phone call or letter will arrive. There are also times when a formal request for an investigation occurs either through the ACCA or NCCAA. There are also occasions where a rules violation is self-reported through a University staff member, student-athlete, or coach. In all instances, it is necessary to conduct some type of investigation to discover the extent to which a problem does or does not exist
- It is extremely important that you, as a student-athlete, report any issue you think may be a rules violation. It is your duty to assist with maintaining NCCAA rules and regulations. NCCAA Bylaw 10.1 requires that as a student-athlete, you must fully cooperate with any investigation. If it is determined that you have not cooperated fully,

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ABU Athletics Compliance Policy (cont'd)

- you will be declared ineligible and lose your privilege for athletic competition.

Academic Eligibility Rules:

- A student-athlete must enroll and maintain a full-time status to practice and/or compete in a sport at ABU. Full-time is defined as being enrolled in at least 12 hours per semester of coursework.
- Each year student-athletes must earn a minimum of 24 credits to be eligible to play the following year. These credits can be accumulated in fall, spring, and summer (in that order).
- First year participant student-athletes must earn a minimum of nine credit hours in order to participate during the following semester and to be eligible for NCCAA post-season competition.
- Student-athletes must declare a major by their fifth semester or junior year.
- Once student-athletes have declared a major, every course must be applied to graduation in their designated major to be used for eligibility purposes.
- After completing 60 credits and/or after two seasons, each student-athlete will be required to meet a minimum grade point average and a certain percentage of their degree requirements. Please refer to the Academic Rules for Eligibility sheet for specifics.
- You must be in good academic standing as defined by Arlington Baptist University. It is possible to be on academic probation and still be in good academic standing. However, if you are suspended for academic or disciplinary reasons or Business hold, you are not in good standing.

ABU Athletics Policies and Procedures for Transferring

NCCAA Regulations

Permission to Contact

Student-athletes wishing to transfer away from ABU and to another college or university affiliated with the NCCAA are bound by NCCAA Bylaw 13.1.1.3. No communication, directly or indirectly, can occur with another institution without the express written consent of Arlington Baptist University. Student-athletes wishing to obtain official Permission to Contact other schools (i.e., a release) must make that request in writing and submit it to the head coach of their athletic team. The head coach in conjunction with the Director of Athletics will make the decision to grant or deny the permission to contact and then subsequently communicate the decision to the Compliance Coordinator. Whatever decision is made, the Compliance Coordinator shall then communicate the decision to the student-athlete in writing, including notification of the right of the student-athlete to formally appeal the decision. If a student-athlete wishes to appeal the decision, then the student-athlete must follow the Formal Hearing Process outlined in the below section.

ABU Athletics Usage of Facilities

Fitness Center Policy and Procedures:

- A current and valid ABU Student ID is required to use Fitness Center at all times.
- Proper workout attire required: shirts and closed toes shoes must be worn at all times.
- Return all weights, barbells, and plates to racks when finished.
- Do not drop or slam free weights on the floor. Do not slam machine weights against plates.
- Keep fingers clear of weights, chains, pulleys, etc.
- Weights and equipment are never to be removed from the Fitness Center.
- Please report any malfunctions or concerns to a coach.
- Spotters and training partners are recommended.
- No cleats allowed in the Fitness Center.
- Complete exercise and move on, please do not rest on equipment.
- Be courteous to others in the Fitness Center at all times.
- Clean any debris from floor, etc. for which you are responsible.
- Wipe sweat from equipment with a towel after each use
- Appropriate music
- Teams in season have priority over individuals and other sports.

ABU Athletics Games and Practice Policy

NCAA regulations identify the academic year in two distinct segments – in-season and out-of-season. At the beginning of each academic year, the sports head coach must identify the days during the academic year that will consist of the in-season period of time. During in-season, a student-athlete is limited to practicing 20 hours per week with a maximum of 4 hours per day. This includes all team practice, weight lifting, and any other required team meeting. Also, during the in-season portion of time, a student-athlete is required to have one day off per week.

During the out-of-season period of time, a student-athlete can engage in only 8 hours per week of mandated practice activities. In the appropriate sports, only 2 hours of the 8 may be utilized for individual skill instruction with a member of the coaching staff. Additionally, during the out-of-season time frame, a student-athlete must have 2 days off per week.

ABU Athletics Training and Condition Tips

STAY COOL

- Get in shape and acclimate
- Know the warning signs of dehydration and heat illness
- Don't rely on thirst to drink
- Drink on schedule
- Favor sports drink
- Monitor body weight
- Watch urine color and caffeine intake
- Key in on meals as an opportunity to increase fluid intake
- Stay cool when you can

STAY HEALTHY

- Minimize the stresses of life
- Eat a well-balanced diet
- Avoid over training
- Sleep well
- Avoid rapid weight loss
- Avoid people with colds
- Keep hands away from nose and mouth
- Get a flu shot
- Stay hydrated and ingest carbohydrates during exercise

ABU Athletics Training and Condition Tips (cont'd)

STAY HYDRATED

- Drink throughout the day Drink at least 17 to 20 oz of fluid 2 to 3 hours before a practice or game
- Drink an additional 7 to 10 oz of fluid 10 to 20 minutes before competition
- Drink 28 to 40 oz of fluid per hour of play (at least 7 to 10 oz every 10 to 15 minutes) to replace sweat loss during exercise
- Drink at least 20 oz per pound of weight loss within two hours of finishing training or competition
- Optimal to have fluid intake match sweat and urine loss

ABU Athletics Disciplinary Guidelines

It is important that student-athletes set a good example for other students on campus. Student-athletes that are continuously getting disciplined are not fulfilling their obligations of positive leadership, thus resulting in negativity for themselves and for the Athletic Department. Consequences for this behavior are as follows:

Course of action

1. Verbal communication with the head coach.
2. Written communication with the head coach and a meeting with the Athletic Director.
3. Suspension of games or practices.
4. Expulsion of the athletic program.

Please note all these are subject to the discretion of the head coach and/or the Athletic Director.

Any fines that a student-athlete receives, must be paid in full before they are allowed to participate in any athletic event.

ABU Athletics Appeal Process

Informal Resolution

The goal of informal resolutions is to resolve disputes among student-athletes, coaches, administrators and staff without resort to a formal grievance procedure. Individuals should make reasonable and good faith efforts to resolve a dispute informally with each other directly, promptly, and informally. Persons seeking to resolve a dispute informally may seek the assistance of staff members of the ABU Athletics Department, as appropriate.

Formal Hearing Process

The student may appeal the decision to the Director of Athletics by following the prescribed appeals process:

- A. The student may file a letter of appeal with the Director of Athletics. This letter must be received within five (5) business days of receipt of written notice of the original resolution. The letter should include a copy of the original sanctions prescribed and state the reason for appeal. The Director of Athletics will send the appeal to the appropriate appeals committee.
- B. The appeals committee will meet within a reasonable time following the filing of the appeal. The date, time, place, and names of witnesses appearing on behalf of the University will be provided to the student who is appealing.
- C. Only the student appealing and representatives of the University may be present during the hearings. Authorized witnesses on behalf of the student-athlete may also appear before the committee to testify. Only the committee members University counsel may be present during the actual deliberations of the appeals committee.
- D. The appeals committee may recommend that the decision of the Head coach be affirmed, reversed or modified.
- E. The student will be notified of the University's final decision in writing.

This is an internal process of the University, and neither legal counsel nor other representatives may participate on behalf of the student without written permission from the Director of Athletics.

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ABU Athletic Department Directory

Interim Athletic Director

AD: Jesus Vazquez
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Head Coach: Casey Fowler
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Sports Information Director

SID: Skye Roach
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Softball

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Eligibility/Compliance Director

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Baseball

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Women's Volleyball

Head Coach: Kristi McDaniel
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Men's Basketball/Golf

Head Coach: Bubba Jennings
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Men's and Women's Soccer

Head Coach: Jesus Vazquez
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