12.01 SUBJECT: ALLOWABLE BENEFITS ................................................................. 1
12.02 SUBJECT: AWARDS - VARSITY LETTER RECOGNITION ....................... 3
12.03 SUBJECT: AWARDS - ACADEMIC RECOGNITION ...................................... 6
12.04 SUBJECT: NCAA DRUG TESTING - PROGRAM ........................................... 7
  12.04a SUBJECT: NCAA DRUG TESTING - NCAA BANNED DRUG CLASSES ....... 8
  12.04b SUBJECT: NCAA DRUG TESTING - OVER THE COUNTER DRUGS ....... 8
  12.04c SUBJECT: NUTRITIONAL/DIETARY SUPPLEMENTS ............................... 8
  12.04d SUBJECT: NCAA DRUG TESTING - DRUGS AND PROCEDURES SUBJECT TO
  RESTRICTIONS .............................................................................................................. 8
  12.04e SUBJECT: NCAA DRUG TESTING – INELIGIBILITY FOR POSITIVE NCAA
  DRUG TEST ............................................................................................................................ 9
  12.04f SUBJECT: NCAA DRUG TESTING - NCAA RANDOM YEAR-ROUND TESTING
  FOR ALL SPORTS .................................................................................................................... 9
12.05 SUBJECT: WSU SUBSTANCE ABUSE PROGRAMS ......................................... 10
  12.05a SUBJECT: WSU ATHLETICS SUBSTANCE ABUSE EDUCATION PROGRAM 10
  12.05b SUBJECT: UNIVERSITY ALCOHOL USE POLICY ........................................ 11
  12.05c SUBJECT: COUGAR ACCOUNTABILITY (UNIVERSITY DRUG AND
  ALCOHOL POLICY ............................................................................................................. 11
  12.05d SUBJECT: STUDENT-ATHLETE CONSUMPTION/POSSESSION OF ALCOHOL
  OR CONTROLLED SUBSTANCES .................................................................................... 12
  12.05e SUBJECT: WSU ATHLETICS DRUG TESTING POLICY ............................. 12
  12.05f SUBJECT: WSU DRUG AND ALCOHOL PROGRAM - SELF-REPORTED
  USE/ABUSE OF ALCOHOL/OTHER DRUGS BY STUDENT-ATHLETES ................. 16
12.06 SUBJECT: FINANCIAL AID - GENERAL PRINCIPLES .................................. 17
  12.06a SUBJECT: FINANCIAL AID - NCAA SPECIAL ASSISTANCE FUND .......... 18
  12.06b SUBJECT: FINANCIAL AID - ELEMENTS OF FINANCIAL AID .................. 20
  12.06c SUBJECT: FINANCIAL AID - DEFINITIONS AND APPLICATIONS ............. 21
  12.06d SUBJECT: FINANCIAL AID - TERMS AND CONDITIONS OF AWARDING
  INSTITUTIONAL AID ........................................................................................................... 23
  12.06e SUBJECT: FINANCIAL AID - WSU PROCEDURES FOR AWARDING AND
  DISBURSEMENT ................................................................................................................. 25
  12.06f SUBJECT: FINANCIAL AID - AWARDING ATHLETIC FINANCIAL AID ....... 25
  12.06g SUBJECT: FINANCIAL AID - FINANCIAL AID APPEAL PROCESS ............ 28
  12.06h SUBJECT: FINANCIAL AID - DISBURSEMENT OF ATHLETIC FINANCIAL
  AID ....................................................................................................................................... 29
  12.06i SUBJECT: FINANCIAL AID - MAXIMUM INSTITUTIONAL GRANT-IN-AID
  LIMITATIONS BY SPORT .................................................................................................... 30
12.07 SUBJECT: SCHOLARSHIP BOOK PURCHASE AND BOOK RETURN .......... 31
12.08 SUBJECT: DEGREE ADVANCEMENT PROGRAM - EXHAUSTED ELIGIBILITY ................................................................. 33
  12.08a SUBJECT: DEGREE ADVANCEMENT PROGRAM - MEDICAL DEGREE
  COMPLETION ....................................................................................................................... 35
  12.08b SUBJECT: DEGREE ADVANCEMENT PROGRAM - SUMMER SCHOOL
  FINANCIAL AID .................................................................................................................... 38
  12.08c SUBJECT: DEGREE ADVANCEMENT PROGRAM - SUMMER SCHOOL
  FINANCIAL AID FOR NEW BASKETBALL STUDENT-ATHLETES ......................... 41
12.09 SUBJECT: INSURANCE – STUDENT-ATHLETES ........................................... 43
  12.09a SUBJECT: NCAA RULES GOVERNING MEDICAL EXPENSES (BYLAW
  16.4) ................................................................................................................................... 44
  12.09b SUBJECT: INSURANCE - ADDITIONAL STUDENT COVERAGE ............... 45
12.10 SUBJECT: MEDICAL HARDSHIP WAIVER .................................................. 46
12.11 SUBJECT: MEDICAL SERVICES - PHYSICAL EXAMINATIONS ................. 47
  12.11a SUBJECT: MEDICAL SERVICES - TREATMENT OF INJURIES/ILLNESSES
12.01 SUBJECT: ALLOWABLE BENEFITS
(revised 12/02)

The NCAA considers the following benefits incidental to intercollegiate athletic participation at WSU. See NCAA Manual, Bylaw, Article 16 - Awards, Benefits and Expenses for Enrolled Student-athletes for a complete list of allowable benefits. This is permissible legislation that an institution may finance. Only academic counseling and tutoring are required to be provided. Included in benefits a student-athlete may receive are the following:

- Complimentary admission to any WSU regular season home athletic contest;
- A maximum of four complimentary admissions to the event in which the student-athlete competes at home;
- A maximum of two complimentary admissions to the event in which the student-athlete competes at an away contest;
- Expenses for tutoring, on-campus student development and career counseling utilizing outside resources, and career counseling related to future professional athletics from a WSU panel. (Note: WSU does not have such panel);
- The use of computers and typewriters. Use of institutionally owned computers and typewriters on a check-out and retrieval basis; however, typing/word processing/editing services or costs may not be provided, even if typed reports and other papers are a requirement of a course in which a student-athlete is enrolled;
- Use of copy machines, fax machines and the Internet, including related long-distance charge, provided the use is for purposes related to the completion of required academic course work;
- Course supplies (e.g., calculators, art supplies, computer disks, subscriptions), provided such course supplies are required of all students in the course and specified in the institution's catalog or course syllabus;
- Non-electronic day planners;
- Cost of a field trip, provided it is required for all students in a course and the fee is specified in the university catalog;
- Cost of legitimate and normal expenses for a student-athlete related to participation in approved promotional, educational, charitable or nonprofit activities provided that participation occurs within the state or, if outside of the state, within a 100-mile radius of the institution’s campus;
- Cost of actual and necessary transportation expenses for local media appearances within a 30-mile radius of the institution’s campus if the student-athlete’s appearance is related to athletics ability or prestige;
- Expenses for drug rehabilitation programs and counseling expenses related to the treatment of eating disorders;
- Actual and necessary expenses to attend proceedings conducted by WSU, the Pacific-10 Conference, or the NCAA related to the student-athlete’s eligibility to participate in intercollegiate athletics, or legal proceedings that result from student-athlete’s involvement in athletics practice or competition;
• Death and dismemberment insurance for travel connected with intercollegiate athletics competition and practice;

• Medical benefits including athletics medical insurance, contact lenses, glasses, or protective gear required for athletics participation;

• The cost of transportation and related expenses for travel to the location of medical treatment;

• Special individual expenses resulting from a permanent disability that prevents further athletics participation. The injury or illness that caused the disability must have occurred while the student-athlete was enrolled at WSU or while on an official paid visit to WSU as a prospective student-athlete;

• Medical examinations at any time and medical treatment for any athletically related injury;

• Any medication and physical therapy necessary to participate in intercollegiate athletics, regardless of how the illness or injury was caused;

• Surgical expenses related to an injury incurred during the academic year while participating in voluntary physical activities that will prepare the student-athlete for competition;

• Cost of transportation, housing and meal expenses for parents (or legal guardians) and the spouse of a student-athlete and the student-athlete’s teammates to be present in situations in which a student-athlete suffers a life-threatening injury or illness, or, in the event of a student-athlete’s death, to provide these expenses in conjunction with funeral arrangements;

• Cost of transportation, housing and meal expenses for a student-athlete and the student-athlete’s teammates to be present, within a 100-mile radius of the institution’s campus, in situations in which an immediate family member of the student-athlete (i.e. spouse, parent and legal guardian, sister, brother) suffers a life-threatening injury or illness or, in the event of an immediate family member’s death, to provide the student-athlete and the student-athlete’s teammates with expenses in conjunction with funeral arrangements;

• Meals and housing when dormitories are closed during WSU’s vacation periods and student-athlete’s are required to remain on campus to practice or compete. (Meals and housing provided to those living on-campus and meals only provided to student-athletes who live off-campus);

• The cost of room and board for pre-season practice prior to start of the academic year, provided student-athlete has been accepted for admission;

• Actual and necessary expenses for off-campus practices and competition. Practices must be associated with a contest held away from home, or held at an in-state site, or take place no more than 100 miles from WSU. Expenses include transportation, lodging, and meals. Student-athletes must be eligible for intercollegiate competition to travel with the team to off-campus contests;

• Actual and necessary expenses to represent WSU at established national championship events, good-will tours, Olympic, Pan American and World University Games qualifying competitions, USOC Olympic Festival basketball and volleyball tryouts, international competition approved by the Council, and non-collegiate open amateur competitions;

• Reasonable local transportation on an occasional basis;

• An occasional family home meal from an institutional staff member or representative of WSU athletics interests. The meal must be at an individual’s home and must be restricted to
• On campus expenses (meals, lodging) to attend WSU’s orientation conducted for all students;

• Athletic apparel items (not equipment) at the end of the individual’s collegiate participation;

• Institutional athletic equipment to use during the summer vacation period;

• Additional financial aid from the NCAA Special Assistance Fund provided the student-athlete meets criteria and aid is approved by the compliance office;

• Incidental expense waivers. Under unusual circumstances special requests may be made for approval of additional expenses related to participation in intercollegiate athletics. WSU must make the special request and provide information that the expenses are warranted, do not create an unfair competitive advantage, and do not compromise NCAA regulations. The request goes to the NCAA Council or its designated committee, which reviews the case and may approve or reject the request.

• Awards for recognition of intercollegiate athletics participation may be presented each year by a member institution. In addition, the institution may present senior awards and awards in recognition of special attainments or contributions to a team’s competitive season;

• Awards banquets to commemorate the athletics and/or academic accomplishments of its student-athletes (e.g. booster club recognition banquet, established regional, national, or international awards, president or state legislative body, and conference awards);

12.02 SUBJECT: AWARDS - VARSITY LETTER RECOGNITION
(revised 12/02)

POLICY

1. Criteria For Earning a Varsity Letter Award
   a. To earn a varsity letter award a student-athlete must participate in a minimum of one varsity competition. Note: in the sport of Rowing, novice and JV team members are eligible to letter based on participation in a minimum of one competition. After the minimum requirement is met, it is at the head coach’s discretion to determine additional requirements. All exceptions to the minimum requirement must be justified in writing.

AWARD SYSTEM

A student-athlete must participate in at least one varsity competition and meet additional criteria required by the head coach to earn a varsity letter at Washington State University.

• **First Varsity Letter Award - Windbreaker**
  Earns first varsity letter award.

• **Second Varsity Letter Award - Jacket**
  Earns second varsity letter award.

• **Third Varsity Letter Award - Watch**
  Earns third varsity letter award.
• **Fourth Varsity Letter Award - Ring**
  Earns fourth varsity letter award.

• **Graduation Award - Blanket**
  Earns two varsity letter awards, completes eligibility, and graduates from Washington State University.

**OTHER CONSIDERATIONS**

• Transfer student-athletes will receive an award based on the number of varsity letter awards received at WSU or at coaches discretion based on team contributions.

• Conference team champions will receive watches inscribed with sport and WSU logo.

• NCAA team and individual champions will receive appropriate rings.

• Each athletic team may have recognition awards at the discretion of the head coach.

• Special requests must be submitted to the Senior Associate Athletic Director and will be considered by the Athletic Awards Committee.

**RESPONSIBILITY**

**Coach/Head Trainer/Director of Equipment**

1. Establish criteria for earning a varsity letter award and disseminate to student-athletes, student trainers, and student managers.

2. At the end of the competitive season, complete Awards Recommendation Chart and return to Awards Coordinator.

3. Notify Senior Associate Athletic Director of any special requests.

4. Notify the appropriate student-athletes that they must be measured for awards at the equipment room.

5. If an award is not picked up at the equipment room, the equipment room staff will notify the head coach at the end of the academic year. The head coach will be responsible for notifying the student-athlete to pick up their award at the start of the next academic year.

**NOTE:** NCAA legislation governing other permissible awards is located in Bylaw 16 of the NCAA Manual.

**Awards Coordinator**

1. Distribute Awards Recommendation Chart to coaches following the end of their season and to equipment manager/head trainer at the end of the year.

2. Cross check the returning award winners with the previous year.
3. Confirm award winners with coach and/or senior associate athletic director.

4. Prepare Awards Summary Form and submit to the equipment room.

5. Document and file awards records for each sport.

**Equipment Room**

1. Receive Awards Summary Form from awards coordinator.

2. Inform coaches and head trainer of deadline dates and procedures for measuring.

3. Measure student-athletes, student managers, and student trainers for awards and inform them of pickup procedures.

4. Order awards, complete Awards Summary Form, copy awards coordinator, and file form.

5. Distribute awards to student-athletes. If an award is not picked up, the equipment room staff will notify the head coach at the end of the academic year.

6. If a student-athlete has completed their eligibility and will not be returning to WSU, they will complete a form with a forwarding address. The equipment room staff will mail the letter award and/or graduation award to them.

**Student-Athlete/Manager/Student Trainer**

1. Meet criteria for earning athletic award.

2. Report to equipment room to be measured. Leave contact information (phone number, e-mail address, etc.).

3. Promptly pick up award when contacted by equipment room staff.

4. If leaving campus permanently, arrange to have award mailed to the correct address.

**Sr. Associate Athletic Director**

1. Receive request for special awards and forward request to awards committee.

2. Provide final approval of lettering criteria and special requests for athletic awards.

[Awards Recommendation Chart](#)
12.03 SUBJECT: AWARDS - ACADEMIC RECOGNITION
(revised 12/02)

WSU Athletics Academic Awards and Scholarships Committee
The purpose of the Awards and Scholarship Committee is to nominate as many qualified student-athletes as possible for academic awards, leadership awards, conference attendance, and scholarships presented by groups outside the University. Committee membership consists of representatives from all student service areas of the Athletic Department in addition to coaches from both men’s and women’s teams.

INDIVIDUAL ACADEMIC RECOGNITION

1. **Semester Honor Roll** - Student-athletes are recognized for achieving at least 3.00 semester grade point average while passing a minimum 12 credits in a given semester.

2. **Two Semester All-Academic Team** - Student-athletes are recognized for earning a minimum of 24 credits with a minimum 3.00 grade point average during the previous spring and fall semesters OR maintaining a 3.00 or higher cumulative grade point average. Student-athletes receive an award with the "Excellence in Academics" insignia at a WSU athletic event.

3. **Freshmen/Transfer All-Academic Team** - Freshmen and first semester transfer student-athletes are recognized for earning a minimum 12 credits with a minimum 3.00 semester grade point average in their first semester at WSU. Student-athletes receive an award with the "Excellence in Academics" insignia at a WSU athletic event.

4. **WSU Top 50 (All-American Scholar Collegiate Program)** - Student-athletes are recognized for previous years’ academic performances. Varsity student-athletes who maintain at least a 3.40 cumulative grade point average and who have been on their team’s roster a minimum of two semesters are eligible for this award. The Top 50 cumulative grade point averages for these qualifying student-athletes are recognized as All American Scholars.

5. **Cougar Star Performers** - Each semester, student-athletes with under a 2.70 cumulative grade point average are recognized as “star performers” if they earn a minimum 12 credits with a minimum 2.50 semester grade point average, and their semester grade point average is at least .25 higher than their cumulative grade point average.

6. **President’s Honor Roll** - An undergraduate student will be named to the President’s Honor Roll under either of the following conditions, (a) by achieving a grade point average of 3.75 in at least 9 graded hours in a single term at Washington State University, or (b) by achieving a cumulative grade point average of 3.50 based on at least 15 cumulative hours of graded work at Washington State University.

7. **Senior Excellence in Academics Award** - Student-athletes are recognized for their academic careers at WSU. Seniors who earn a minimum of 90 credits with a minimum 3.50 cumulative grade point average, who have been members of the WSU Athletics All Academic Team each semester, who were enrolled at WSU a minimum of two years as a student-athlete, and who excelled in their degree program, are recognized at the annual WSU Athletics Senior Banquet.

TEAM ACADEMIC RECOGNITION

1. **Glenn Krane Academic Award** - The Glenn Krane Plaque is awarded each semester to the WSU Athletic team earning the highest semester grade point average.
2. **Seehafer Academic Award** - The Seehafer Plaque is awarded each semester to the team showing the greatest academic improvement in semester grade point average or the team that shows the greatest effort in achieving their team’s academic goals. The Seehafer Endowment provides $250 to the recipient team each semester to use as an academic award for team members.

3. **Teams over 3.00 Grade Point Average** - Teams are recognized in the Semester Highlights and the media for earning a 3.0 semester and/or cumulative grade point average.

**CONFERENCE ACADEMIC RECOGNITION**
The Pacific-10 Conference recognizes All-Academic Teams for each sport. Student-Athlete Development and the Media Information Office/Coach provide nominees to the Awards and Scholarship Committee, and then selected nominees are forwarded to the Pac-10 Conference Office. Nominated student-athletes must be significant contributors to their respective teams and must maintain a 3.00 or higher cumulative grade point average.

**DISTRICT AND NATIONAL ACADEMIC RECOGNITION**
The Awards and Scholarship Committee forwards selected nominees to the appropriate organization. Nominated student-athletes must be significant contributors to their respective teams and must maintain a 3.00 or higher cumulative grade point average.

**12.04 SUBJECT: NCAA DRUG TESTING - PROGRAM**
*(Revised 6/07)*

One of the goals of the NCAA Drug Testing Program is to provide fair and equitable competition at NCAA championships and certified post-season events. Drugs generally purported to be performance enhancing and/or potentially harmful to the health and safety of the student-athlete are banned by the NCAA. Any use of a substance banned by the NCAA may be cause for lost eligibility. The use of a banned substance is determined by an analysis of the student-athlete's urine by an NCAA certified laboratory.

*Drug testing legislation can be found in the NCAA Division I Manual and on the NCAA web page at [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety). NCAA drug testing is conducted by Drug Free Sport at [www.drugfreesport.com](http://www.drugfreesport.com)*

**CONSENT FORM**
A consent form will be administered by a compliance representative to each student-athlete when their squad first reports for practice. Failure to sign the form will result in ineligibility for practice or competition.

**STUDENT-ATHLETE SELECTION**
The method for selecting student-athletes will be recommended by the NCAA Competitive Safeguards Committee, approved by the executive committee in advance of the testing occasion and implemented by assigned crew chiefs. All student-athletes are subject to testing. For non-championship events student-athletes will be selected by the NCAA from the official institutional squad list. For championship and bowl testing events, student athletes will be selected from the official travel party roster, official gate list or championship participation sheets.

Introduced in 2004, student-athletes in **ALL Division I sports** are subject to **year round testing**. This includes testing throughout the summer months. At NCAA championship or certified postseason bowl games all student-athletes participating in the event are subject to testing and
may be tested before, during or after the event. At individual team championships, selection of
student-athletes for testing may be based on position of finish or random selection. At team
championships they may be selected on the basis of playing time, position, and/or random
selection. In non-championship testing, selection may be based on position, athletic financial aid
status, playing time, random selection or any combination thereof.

Refer to the NCAA Drug Testing/Education Programs Brochure or NCAA Manual; Constitution
Bylaws 10.2, 15.5.10.3, 30.5, and 31.2.3 for more details.

12.04a SUBJECT: NCAA DRUG TESTING - NCAA BANNED DRUG CLASSES
(Revised 6/07)

The following drugs are banned by NCAA legislation. Any prescription and/or over the counter
medication/item or nutritional/dietary supplements containing any of the following could result
in a positive drug test. See the NCAA Manual, Bylaw 31.2.3.1 and www.ncaa.org/health-safety
for complete listing, and talk to your athletic trainer for more information.

NOTE: This list can change during the academic year.
• Stimulants including ephedrine
• Anabolic steroids and other anabolic agents
• Diuretics
• Street drugs
• Peptide hormones and analogues

12.04b SUBJECT: NCAA DRUG TESTING - OVER THE COUNTER DRUGS
(Revised 6/07)

Many over the counter products contain drugs found on the NCAA banned drug list and could
result in a positive drug test. Examples are cough syrups, lozenges, eye drops, cold medications,
diet products, nasal sprays, and allergy medication. There may be occasions when these drugs
are necessary for the proper treatment of a medical problem. Ephedrine and bromantan were
added to the list of banned drug classes in 1997. Ephedrine (ephedra) is contained in many
supplement products and student-athletes need to be warned that the use of such products will
result in a positive NCAA drug test. Student-athletes must consult with the athletic training staff
and/or team physician before taking any medications or supplements.

12.04c SUBJECT: NUTRITIONAL/DIETARY SUPPLEMENTS

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the US
Food and Drug Administration (FDA) does not strictly regulate the supplement industry;
therefore purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure
supplements may lead to a positive NCAA drug test. The use of supplements is at the student-
athlete’s own risk. Student-athletes should be contact their institution’s team physician or
athletic trainer for further information.

12.04d SUBJECT: NCAA DRUG TESTING - DRUGS AND PROCEDURES SUBJECT
TO RESTRICTIONS
(Revised 6/07)

The use of the following drugs and/or procedures is subject to certain restrictions and may or
may not be permissible, depending on limitations expressed in these guidelines and/or quantities
of these substances used:
1. Blood Doping. The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited and any evidence confirming use may be cause for action consistent with that taken for a positive drug test.

2. Local Anesthetics. The Executive Committee will permit the limited use of local anesthetics under the following conditions:
   a. That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine;
   b. That only local or topical injections can be used (i.e., intravenous injections are not permitted);
   c. That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.

3. Manipulation of Urine Samples. The executive committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution, and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds and epitestosterone administration.

4. Beta 2 Agonists. The use of beta 2 agonists is permitted by inhalation only.

5. Additional Analysis. Drug screening for select non-banned substances may be conducted for non-punitve purposes.

**12.04e SUBJECT: NCAA DRUG TESTING – INELIGIBILITY FOR POSITIVE NCAA DRUG TEST**
(Revised 6/07)

A student-athlete who tests positive (in accordance with the testing methods authorized by the Executive Committee) shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student-athlete or a minimum of the equivalent of one full season of competition in all sports if the student-athlete tests positive during his or her season of competition (i.e., the remainder of contests in the current season and contests in the subsequent season up to the period of time in which the student-athlete was declared ineligible during the previous year) as designated in Bylaw 18.4.1.5.1. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (i.e., 365 days) after the student-athlete’s positive drug test and until the student-athlete tests negative (in accordance with the testing methods authorized by the Executive committee) and the student-athlete’s eligibility is restored by the Committee on Student-Athlete Reinstatement.

An institution may appeal the duration of ineligibility to the Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated sub-committee). In all sports, the committee may reduce the legislated penalty to withholding the student athlete from the next 50 percent of the season of competition or provide complete relief from the legislated penalty (Bylaw 18.4.1.5.1.2).

**12.04f SUBJECT: NCAA DRUG TESTING - NCAA RANDOM YEAR-ROUND TESTING FOR ALL SPORTS**
(Revised 6/07)

1. Non-championship testing will be limited to anabolic agents, diuretics, peptide hormones and analogues, and urine manipulators.
2. WSU will be notified by the NCAA through Drug Free Sport no more than 48 hours prior to the testing date. Notification will go to the Athletic Director or designee and the site coordinator.
3. The site coordinator will notify designated coaches that the student-athletes will be drug tested.
4. The Assistant Athletic Director for Compliance and the site coordinator will meet to review the squad list for accuracy before it is faxed back to Drug Free Sport.
5. WSU will be notified through email to the Athletic Director, Assistant Athletic Director of Compliance and site coordinator of the specific student-athletes to be drug tested. The NCAA will select 18 (16 scholarship, 2 walk-on) football players and 8 other athletes to be tested. They may be selected on the basis of position, athletic financial aid, playing time, randomly or a combination thereof.
6. The site coordinator with the assistance of the sport principal assistants and coaches will notify the student-athletes to be tested of the time and place to be tested and instruct them to read and complete the Student Athlete Notification form.
7. The site coordinator will work with the designee from Drug Free Sport to coordinate supplies, location and necessary personnel.
8. A breach of protocol (i.e. failure to report for testing or tampering with the test) will be treated as a positive test and the same consequences will result.

12.05 SUBJECT: WSU SUBSTANCE ABUSE PROGRAMS

12.05a SUBJECT: WSU ATHLETICS SUBSTANCE ABUSE EDUCATION PROGRAM
(Revised 6/07)

The purpose of the Substance Abuse Prevention Program (SAPP) is to prevent drug and alcohol abuse among student-athletes by providing targeted education throughout the career of the student-athlete at WSU. The specific goals of the program include:

- Promotion of sound physical and mental well being.
- Provision of timely, accurate information about the effects and consequences of substance abuse upon individual student-athletes (personal, academic, athletic) and upon their team.
- Early recognition of substance abuse problems and expedient provision of appropriate services.
- Provision of an open, respectful, and safe educational environment to ask questions about substance abuse and to interactively discuss the impact of substance abuse on individuals, teams, and families.
- Provision of reasonable safeguards to ensure that each student-athlete is medically competent to participate in athletic preparation and performance.

Programming begins with fall orientation when student-athletes attend an overview of SAPP, receive a copy of the NCAA drug testing bylaws, and sign the NCAA drug testing consent form. Programming for new student-athletes continues in the P.R.O.W.L. seminar, which includes substance abuse education. Programming for all student-athletes includes an array of literature (available through the PROWL Resource Center in PEB 104), individual meetings with a counselor/athletic trainer, periodic presentations, workshops and seminars conducted by various service providers (i.e., WSU Counseling Services, invited professional guest speakers), video or online resources.

RESPONSIBILITY

Program Director for Personal Development

1. Make current drug education literature available to all student-athletes.
2. Inform student-athletes of campus and community counseling and treatment resources and services.

3. Work with coaches and student-athletes to arrange drug education programs as necessary throughout the year (i.e. workshops, seminars, guest speakers, film/video, retreats).

**Athletic Trainers**

1. Early in the fall practice season, meet with team to discuss NCAA and WSU drug testing procedures.

2. Work with each team in preparation for post-season competition and NCAA Drug Testing.

**Compliance Office**

1. Meet with each team to explain and clarify NCAA legislation regarding drug testing.

2. Administer the NCAA Drug Testing Consent Form.

**Student-Athletes**

1. Sign the NCAA Drug Testing Consent Form administered at the preseason compliance meeting.

2. Be aware that the consequences for failure to sign the form are the same as those for a positive drug test.

3. Be aware of the current NCAA banned drugs and substances.

**12.05b SUBJECT: UNIVERSITY ALCOHOL USE POLICY**

(http://www.conduct.wsu.edu/default.asp?PageID=693)

In order to maintain a healthy supportive University environment conducive to academic achievement and personal growth students are expected to conduct themselves in a responsible manner with regard to the use of alcohol beverages. Those of legal age who choose to drink are expected to do so responsibly. Students are reminded that violations of any local, state or federal law regarding unlawful possession, use or distribution of alcohol or illicit drugs may result in referral to WSU Police for investigation and/or the Office of Student Conduct. Student Conduct may impose sanctions including educational projects, community service hours and/or suspension or expulsion. Penalties for violating state or federal laws involving alcohol and illicit drug use can include fines, forfeiture of property and/or incarceration.

**12.05c SUBJECT: COUGAR ACCOUNTABILITY (UNIVERSITY DRUG AND ALCOHOL POLICY**

(http://www.conduct.wsu.edu/default.asp?PageID=123)

All students recognize that their presence during an alcohol/drug violation subjects them to disciplinary action. If students find themselves in a situation where alcohol/drug policy violations are occurring, they should immediately leave.
First Alcohol/Drug Offense:
Letter of concern
Mandatory attendance at the University sponsored alcohol education class for a fee of $50.
Explanation of conduct process for further alcohol violations.
Possible parent notification depending on severity of incident.
FAILURE TO COMPLETE THE ALCOHOL EDUCATION CLASS RESULTS IN SECOND OFFENSE.

Second Alcohol/Drug Offense:
Administrative hearing with a conduct officer.
Parental notification.
Disciplinary probation for one year for any further drug/alcohol offenses.
Other sanctions depending on situation.

Third Alcohol/Drug Offense
Parental notification.
Administrative hearing with a University officer.
If found responsible, suspension for a minimum of one semester.
Tuition refunds will be based on the standard Refund and Tuition Adjustment Policy found in the University Catalog and Schedule of Classes. All fees will apply.
The authority to enforce the Cougar Accountability Policy is found in Washington Administrative Code sections 504-26-211 and 504-26-212. The Cougar Accountability Policy does not limit the University’s discretion to take appropriate action based on individual circumstances.

12.05d SUBJECT: STUDENT-ATHLETE CONSUMPTION/POSSESSION OF ALCOHOL OR CONTROLLED SUBSTANCES:
• Student-athletes are accountable for WSU alcohol and drug policies, as well as those of the Athletics Department.
• Consumption of alcohol (or drugs) is expressly prohibited in connection with any official intercollegiate team function (i.e., any activity held at the direction or under the supervision of team coaching staff or department administrators).
• Each student-athlete will be held accountable for the consequences of their involvement in any alcohol (or drug) related incident. Accountability includes university, athletics department, and team disciplinary actions.
• Sanctions for involvement in an alcohol (or drug) related incident in which there are no legal consequences or implications will be determined by the head coach and the athletics administrator responsible for the impacted team. Depending upon circumstances, sanctions may include suspension from practice and/or competition, as well as other appropriate consequences. This may include possible involvement in the WSU Athletics Drug and Alcohol Testing and Education/Counseling Program. (DATEP)
• Sanctions for involvement in an alcohol or drug related incident in which there are legal consequences or implications (i.e., violation of local, state, or federal laws), will be determined in accordance with the appropriate caveats of the WSU Athletics DATEP for the First and Subsequent Positive Drug Test Results (see WSU Drug Testing Policy section of this manual).
• Student-athletes may be subjected to the sanctions of any or all of the following: University Student Conduct, the legal system, and the WSU Athletic Department.
• Washington State law prohibits provision of alcoholic beverages to be consumed by department-affiliated persons who are under the legal drinking age of 21 years. This applies to prospective student-athletes while they are visiting the university and their student-athlete hosts.

12.05e SUBJECT: WSU ATHLETICS DRUG TESTING POLICY
(Revised 6/07)
DEFINITION OF REASONABLE SUSPICION
At Washington State University individuals can be tested based on reasonable suspicion. Reasonable suspicion will be based on the observation of behavior or conduct, or the presence of certain physical or emotional characteristics or patterns, which are symptomatic of the use of prohibited drugs or abuse of alcohol. Reasonable suspicion includes, but is not limited to violation of state laws or university regulations, behavior changes and outward signs (odor of marijuana or alcohol). Examples include but are not limited to DUI, violent conduct including assault and sexual assault, vandalism, theft, chronic fatigue or loss of vitality, decreased interest or effort in practices and competitions, prolonged illness or injuries, unexpected weight and/or strength gains or losses, unexplained fluctuations in moods expressed as inappropriate irritability, hostility, anxiety, anger, or withdrawal.

PROCEDURE FOR DETERMINING REASONABLE SUSPICION
1. An athletic department staff member will notify the Athletic Director and/or Senior Women’s Administrator (SWA), and/or Assistant Athletic Director for Athletic Training Services (AAD-ATS) about a student-athlete, citing examples of reasonable suspicion, and requesting the student-athlete be tested. This concern will be documented in writing and copied to the Athletic Director and SWA. The Athletic Director or designee will process the documentation through the consulting committee.

2. The athletic department consulting committee will be composed of at least four of the following individuals: Senior Associate Athletics Director/SWA, Assistant Athletic Director for Athletic Training Services, team physician, head coach, representative from the student-athlete development staff, university substance abuse coordinator and team athletic trainer or any designee from the previous areas.

3. The consulting committee will decide whether the student-athlete should be referred for drug testing based on the reasonable suspicion standard after evaluating the information presented to it by the individual stating their concern. If the committee approves the testing, the AAD-ATS will proceed with scheduling the test, notifying the team physician to request script for the drug test to be forwarded to the appropriate lab and notifying the student athlete.

4. The student-athlete will be informed of the basis for the referral and given the opportunity to respond, either in person or in writing within 24 hours, by presenting information he/she wants the committee to consider. This is an opportunity to present information only, not to challenge the scheduling of the test. The student athlete will also be informed that if they miss the scheduled test it will be considered a first positive.

TESTING PROCEDURE
1. The Athletic Director or designee will authorize the Assistant Athletic Director for Athletic Training Services to facilitate a drug test.
2. The actual testing is done through a urine collection at the Pullman Regional Hospital Laboratory, which will be witnessed by a full time staff Certified Athletic Trainer. The sample will be sent to the regional drug testing laboratory. At this point, the lab will separate the sample into Sample A and Sample B (for use in the case that Sample A results in a positive test).

3. Failure to report for testing will be treated as a positive test and consequences for a first positive test will result.

4. The team physician notifies the AAD-ATS, who immediately informs the Athletic Director/SWA or their designee of the laboratory results. The Athletic Director or designee notifies the student-athlete and the head coach of the results.

**Consequences of a Positive Test**

**First Positive Test Result**

1. The sample B will be tested. At this time the student-athlete has the right to be present for the opening and testing of sample B. The results of this test will be sent to the team physician. If a positive result is verified and confirmed as non-medically related, the team physician shall notify the AAD-ATS who will notify the Athletic Director/SWA or their designee. The Athletic Director or designee notifies the student-athlete and the head coach of the results.

2. The Athletic Director/SWA or their designee will communicate to the appropriate head coach that a positive test was obtained. The student-athlete will be immediately placed on probation that could include mandatory drug counseling and retesting within the departmental drug testing program until released by athletics administration and the consulting committee. The head coach and Athletic Director/Sports Supervisor reserve the right to make the final decision regarding participation status following a confirmed positive drug test.

3. The student-athlete will be referred to the substance abuse coordinator for assessment and be informed that he/she will be tested again in the near future as determined through counseling.

4. Based on the results of the assessment, the counselor will complete a behavioral contract with the student-athlete. The Athletic Director, head coach and consulting committee will have the opportunity for input. The contract will include subsequent drug testing and counseling.

**Right to Request a Review**

1. If the student-athlete desires to contest the results of the test, he/she has the right to request a review.

2. The request for review must be in writing and must be submitted within two days of the notification of the positive test result to the Athletic Director and/or SWA, who will conduct the review.

3. Evidence of the student-athlete’s reasonable suspicion, documentation of a positive drug test, and information presented by the student-athlete will be presented to the Athletic Director and/or SWA or designee for review.

4. The Athletic Director/SWA or designee will render a written decision within five working days of the review which will be the final decision in the matter.

**Second Positive Drug Test Result**

1. The student-athlete will be retested, either on schedule with the consequences of the behavioral contract based on the first positive result OR if new a reasonable suspicion charge is brought forth. The same protocol is followed as for the first positive test.
2. If the result is positive and verified as non-medically related, the team physician will notify the Athletic Director. The Athletic Director and/or SWA or designee will then notify the head coach.
3. The student-athlete will be **suspended** from participation for one calendar year with counseling and contracts continually in place.
4. After one year, the student-athlete may be reinstated by the Athletic Director after receiving recommendations from the university substance abuse coordinator, team physician, head coach, and consulting committee.
5. Any subsequent positive tests will result in additional suspension for one calendar year or other penalties which could include loss of scholarship and/or dismissal from the team.

**Responsibility**

**Staff Member**

1. Be alert to and aware of behaviors which could be indicators of use of prohibited drugs or substance abuse.
2. Forward a document to the Athletic Director, and/or SWA and/or Assistant Athletic Director for Athletic Training Services outlining concerns about a student-athlete, citing observed examples of reasonable suspicion, and requesting the student-athlete is tested.

**Athletic Director/SWA or designee**

1. Process the document outlining the evidence of reasonable suspicion through the consulting committee.
2. Authorize the Assistant Athletic Director for Athletic Training Services and team physician to facilitate the drug test per committee decision.

**Assistant Athletic Director for Athletic Training Services**

1. Notify the student-athlete of the screening committee’s decision requiring drug testing and the basis for the decision and the opportunity to respond in writing within 24 hours.
2. Arrange for testing as determined by the consulting committee with assistance of the team physician. Notify the Athletic Director/SWA of the test results and the required consequences if positive.
3. Assist in receiving and processing requests from the student athlete for review of the results and render a written decision within five working days.

**Team physician**

1. Arrange for the administration of the drug test with the assistance of the Director of Athletic Training Services.
2. Receive test results and notify AAD-ATS of results.
3. If results are positive and uphold any review, refer the student athlete to the substance abuse counselor for assessment.

**University Substance Abuse Coordinator**
1. Conduct assessment and draft a behavioral contract for review by head coach and consulting committee.
2. Recommend appropriate actions and follow up.

Head Coach

1. Place student athlete on probation/suspension from team as required by policy.
2. Facilitate appropriate requirements of behavioral contract.

12.05f SUBJECT: WSU DRUG AND ALCOHOL PROGRAM - SELF-REPORTED USE/ABUSE OF ALCOHOL/OTHER DRUGS BY STUDENT-ATHLETES
(Revised 6/07)

Any WSU student-athlete who feels he/she has a problem with the use of alcohol and/or other drugs may request assistance through any athletic department staff member, a team physician and/or the University Counseling and Testing Services. Assistance will or could include assessment, alcohol/substance abuse evaluations, individual therapy, group therapy, and behavior contracts with either the WSU substance abuse coordinator or counselors at the WSU Counseling Center. This request must occur prior to the student-athlete being notified of an impending drug test (NCAA or departmental) or prior to having legal charges made for alcohol and/or drug related behavior. If such a request is made prior to the above two scenarios, the request shall not be treated as a positive drug test or violation of alcohol policies. The student-athlete shall then be evaluated, treated, and/or counseled in a manner appropriate for his/her problem. It is important to clarify that being in treatment still requires the student-athlete’s compliance with applicable NCAA, institutional, athletic department, and team alcohol and drug policies. This includes participating in any required NCAA drug testing or WSU Athletic Department drug testing based upon other reported reasonable suspicion. Like any other student-athlete, the student will be accountable for any violation of these policies including positive drug testing results.

12.05g SUBJECT: NCAA ADVISORY ON NUTRITIONAL SUPPLEMENTS AND POSITIVE DRUG TESTS
(revised 12/02)

The NCAA Drug-Education and Drug-Testing subcommittee (DEDT) of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports (CSMAS) has reviewed issues raised during drug-test appeals throughout the past years. CSMAS has issued memoranda to NCAA members and published articles in The NCAA News regarding the risks involved with the use of nutritional supplements. Despite these efforts the DEDT notes a significant number of positive drug tests, of student-athletes who report the use of over-the-counter nutritional supplements, during the appeal process. The DEDT issued this advisory to reemphasize the warning of the risks involved in the use of nutritional supplements. The environment for today’s student-athlete is filled with easy access to products, which are legally available over-the-counter but contain substances banned by the NCAA. Many student-athletes assume if these products can be purchased at a health food store, they must be allowed under NCAA rules. This is not true! Reliance on the advice of the clerk at the store, the distributor at the gym, or anyone who is not with the student-athlete’s athletic program, has resulted in erroneous information about whether the product contains any NCAA-banned substance. This false information sometimes results in a positive drug test for the banned ingredients contained in the product. Appeals based on this argument have not been successful in overturning a positive drug-test penalty.
Some common nutritional supplements are creatine, DHEA, androstenedione, 19-norandrostenedione, ma huang (ephedrine), amino acids and ginseng. Many fat burners and weight-gain products contain nutritional supplements. Nutritional supplements can come in pill, powder, liquid and bars. Some are NCAA-banned substances and some are not. The above ones are all legal and may be obtained at grocery stores, pharmacies, health food stores, on the Internet and almost anywhere.

Both the student-athlete who uses a nutritional supplement without checking the ingredients with the athletics staff, and an athletics department that does not adequately educate current and identified incoming student-athletes about NCAA-banned substances as well as the risks of over-the-counter nutritional supplement use, will be held in violation of Bylaws 18.4.1.5.1 and 30.5, respectively, in the event the student-athlete tests positive for such substances. Student-athletes who test positive are subject to a one-year suspension and loss of eligibility.

For more information about nutritional supplements and NCAA-banned substances, contact the Resource Exchange Center (REC) toll free at 877-202-0769 or www.drugfreesport.com/rec. The REC is funded by the NCAA to provide a confidential resource for student athletes and athletics staff that has questions about nutritional supplements.

12.06 SUBJECT: FINANCIAL AID - GENERAL PRINCIPLES
(revised 12/02)

ELIGIBILITY OF STUDENT-ATHLETES TO RECEIVE INSTITUTIONAL FINANCIAL AID

A student-athlete must meet applicable NCAA (see Bylaw 14 governing eligibility issues), conference and institutional regulations to be eligible to receive institutional financial aid. If these regulations are met, the student-athlete may be awarded institutional financial aid during any term in which a student-athlete is in regular attendance under the following circumstances:

1. The student-athlete is an undergraduate with eligibility remaining under Bylaw 14.2 (five year rule);

2. The student-athlete is a graduate student eligible under Bylaw 14.1.7, or

3. Within six years after initial enrollment in a collegiate institution (provided the student-athlete does not receive such aid for more than five years during that period). However, after the six-year period expires, this restriction shall apply only to unearned athletic aid for which the athletics department intercedes on behalf of the student-athlete. Bylaw 15.01.5. WSU’s degree completion program enables a student-athlete to earn aid beyond the five-year limit in a six-year period by requiring the student-athlete to complete an internship within the department as a condition for receiving the financial aid.

MAXIMUM INSTITUTIONAL FINANCIAL AID TO A STUDENT-ATHLETE

WSU cannot award financial aid to a student-athlete that exceeds the cost of attendance that normally is incurred by students enrolled in a comparable program at the institution. Bylaw 15.01.7 and 15.1. The “cost of attendance” is an amount calculated by WSU’s Financial Aid Office, in accordance with policies that are utilized for students in general and federal regulations. The cost of attendance consists of tuition and fees, room and board, books and supplies, transportation, and other miscellaneous expenses related to attendance at the institution. An athletic grant-in-aid does not include transportation as an element.
PELL GRANTS

Federal as well as state laws have changed drastically allowing for increased eligibility for financial aid. Eligibility for Federal Pell Grants is need-based and determined by parent and student income. Student-athletes may qualify for additional financial support over and above their scholarship. The maximum award for the 2002-2003 award year is $4000. How much they get will depend not only on the EFC (Expected Family Contribution) but also on their cost of attendance and enrollment status.

WSU shall not award financial aid to a student-athlete that exceeds the cost of attendance (unless the full grant-in-aid and Pell Grant combination exceed that value) that normally is incurred by students enrolled in a comparable program at the institution or that exceeds the limitations established by the membership division at WSU, whichever is less. Any financial aid permitted by the institution that would result in a student-athlete’s total financial aid exceeding the value of tuition and fees, room and board, and required course-related books shall be based upon the demonstrated financial need of the individual student-athlete.

12.06a SUBJECT:  FINANCIAL AID - NCAA SPECIAL ASSISTANCE FUND
(revised 12/02)

Under NCAA regulations (Bylaw 15.01.7.1 and 16.13.2), monies received from the NCAA Special Assistance Fund are exempt from counting toward an athletic grant-in-aid and these funds do not have to be repaid. However, federal regulations govern that the NCAA Special Assistance Fund must be included as a resource for financial aid purposes.

Under NCAA guidelines, three categories of student-athletes may qualify for this fund. The categories are:

1. **Those student-athletes who receive countable athletically related aid (full or partial grant-in-aid) in combination with a Pell Grant,**

2. **Those student-athletes who receive any countable athletically related aid and have demonstrated financial need, or**

3. **Those student-athletes who are receiving a Pell Grant eligible.** Below are the specific steps that must be completed in order for a student-athlete to be considered for the special assistance fund.

SPECIAL ASSISTANCE FUND GUIDELINES

All applicants must complete a Special Assistance Fund Application and return it to the Compliance Coordinator in the Compliance Office in Bohler Addition, Room 285.

All domestic applicants are required to have a FAFSA form on file in the Office of Student Financial Assistance. If you have not filled out a FAFSA, obtain one from the Compliance Office, the Office of Student Financial Assistance (Lighty 380) or electronically at http://www.fafsa.ed.gov/. The FAFSA form must be returned to:

Federal Student Aid Programs
P.O. Box 4014
Mt. Vernon, IL 62864-8614

Walk-on student-athletes must request a written statement from their head coach detailing their participation on the team in addition to the FAFSA and Special Assistance Fund Application.
Return the head coaches’ statement and Special Assistance Fund Application to the Compliance Office in Bohler Addition 285.

Foreign student-athletes must request a written statement from their head coach and complete an International Student-Athlete Needs Analysis Form. Return the coaches’ statement, Needs Analysis Form, and Special Assistance Fund Application to the Compliance Office in Bohler Addition 285.

Application is for emergency purposes when applying for medical, dental or family emergency funds. Ineligible student-athletes will be denied access to the Special Assistance Fund.

According to the Department of Education, the Special Assistance Fund must be included as a resource for financial aid purposes. In some cases, it may be necessary to adjust a student-athlete’s financial aid package (loans) as a result of receiving the Special Assistance Fund. Inquire with the Office of Student Financial Aid (335-0209 or 335-9738) about if and how your package may be adjusted.

Student-athletes who qualify for the Special Assistance Fund are eligible for funds in the following categories:

- Cost of clothing, transportation between home and institution, and other essential expenses (not entertainment) ($400 per academic year)
- Cost of expendable academic course supplies and rental of nonexpendable supplies required of all students enrolled in a course ($100 per academic year - $25 summer terms)
- Cost of emergency medical and dental expenses not covered by another insurance program, either institutional or personal. This is subject to approval by the Compliance Office.
- Cost associated with student-athlete or family emergencies. This is subject to approval by the Compliance Office.

Funds for clothing and/or course supplies must be used by a date designated by the Compliance Office during each semester and within the first two weeks of classes during the summer session. Unused funds may not be carried over to the next semester.

Access to the Special Assistance Fund is on a first come first serve basis and left up to the discretion of the Compliance Office. Dollar amounts for clothing and course supplies are subject to change.

Restrictions on the Use of the Special Assistance Fund

- Financing any portion of an institutional grant-in-aid that could have been awarded to the student-athlete is prohibited.
- Nonqualifiers may not receive special assistance funds during their first academic year in residence.
- Entertainment expenses for student-athletes are not permissible.
- The purchase of disability, illness or injury insurance to protect against the loss of potential future professional sports earnings is not permissible.
• The funds may not be used for administrative purposes (conferences may not charge an administrative fee nor may salary or staff expenses for administration of the funds be paid from these moneys).

APPLICATION PROCESS

Applications for the Special Assistance Fund will be distributed during the annual team Compliance meetings at the beginning of the academic year. You may also pick-up an application in the compliance office (Bohler Addition 285). International student-athletes will need to complete a Needs Analysis Form, which is also available in the Compliance Office. International and walk-on student-athletes will need to request a written statement from their coach detailing their contribution to the team, which must be provided to the Compliance Office. The Compliance Office will forward your application request to the Financial Aid Office to determine your eligibility for the fund. In order to determine if you qualify for this fund, contact the compliance office one week after the submission of your application material. Remember all domestic applicants must complete a FAFSA to be considered for this fund.

Under NCAA regulations (Bylaw 15.01.7.1 and 16.13.2), monies received from the NCAA Special Assistance Fund are exempt from counting toward an athletic grant-in-aid and these funds do not have to be repaid. However, federal regulations govern that the NCAA Special Assistance Fund must be included as a resource for financial aid purposes and/or referring to application form.

12.06b SUBJECT: FINANCIAL AID - ELEMENTS OF FINANCIAL AID
(revised 12/02)

1. Tuition and Fees
WSU may provide a student-athlete financial aid that includes the actual cost of tuition and required institutional fees.
   a. Permissible Fees: include fees that are required for enrollment in a course; other permissible fees include orientation fee, writing portfolio fee, graduation application fee.
   b. Optional Fees: may not be paid by the institution. WSU cannot pay for English placement test, math placement test, library fines, parking tickets, room deposits, etc.
   c. Non-institutional fees and expenses: may not be paid by the institution.

2. Room and Board
WSU may provide a student-athlete financial aid that includes the cost of room and board, based on the official allowance for room and board as listed in the institution’s official publication.
   a. Off-campus room and board stipends are allowed for those student-athletes living off-campus provided that the dollar amount received is equal to the on-campus room and board allowance.
   b. There are 10 total stipends (5 per semester) distributed during the academic year.
   c. Student-athletes receiving a full athletic scholarship are required to participate in the Cougar Fitness Buffet. Student-athletes living in the dorm will participate in the 10 meals plus supplemental Cougar Fitness Buffet plan.
   d. Student-athletes receiving a partial athletic scholarship and living in the residence halls are not required to participate in the Cougar Fitness Buffet.
e. Student-athletes receiving a full athletic scholarship living off-campus are required to participate in the 5 meals or 10 meals Cougar Fitness Buffet.

f. Student-athletes receiving a partial room and board scholarship and living off campus are not required to participate in the 5 meals Cougar Fitness Buffet.

3. **Books**

There is no dollar limit for books a student-athlete may receive, provided each book is required for a course in which the student-athlete is enrolled. The institution may provide the student-athlete with cash to purchase books, as long as the amount of cash provided is equal to the actual cost of the books purchased.

**12.06c SUBJECT: FINANCIAL AID - DEFINITIONS AND APPLICATIONS (revised 12/02)**

1. **Institutional Financial Aid:** The following sources of financial aid are considered to be institutional aid Bylaw 15.02.4.1
   a. All funds administered by WSU which include: scholarships, grants, tuition waivers, employee dependent tuition benefits (unless the parent of a student-athlete has been employed as a full-time WSU faculty/staff member for a minimum of 5 years), loans, on-campus employment (including work-study assistance): Bylaw 15.02.4.1 (a) (6), (7), and (8);

   b. Aid from government or private sources for which WSU is responsible for selecting the recipient or determining the amount of aid, or providing matching or supplementary funds for a previously determined recipient.

   c. During the student-athlete’s initial academic year in residence at the certifying institution, off-campus employment earnings for which the athletics interests of the institution intercede on behalf of the recipient;

   d. Subsequent to the student-athlete’s first academic year in residence at the certifying institution, off-campus employment earnings for which the athletics interests of the institution intercede on behalf of the recipient that exceed $2000; and

   e. For the student-athlete recruited by WSU, financial aid awarded through an established and continuing outside program (e.g. National Football Foundation) for the recognition of outstanding high school graduates in which athletics participation may be a major criterion as outlined in Bylaw 15.2.5.5. This aid counts against an institution’s sport-by-sport financial aid limitations and also against the individual’s full-grant-in-aid limit.

2. **Other Permissible Financial Aid:** The following sources of financial aid are also permitted: Bylaw 15.02.4.2
   a. Financial aid received from anyone upon whom the student-athlete is naturally or legally dependent;

   b. Financial aid awarded solely on basis of having no relationship to athletics ability;

   c. Financial aid awarded through an established and continuing outside program (e.g. National Merit Scholar) in which athletics participation is not a major criterion, as outlined in Bylaw 15.2.5.3. This aid does not count against the sport limitations but does count against the student-athletes’ individual limit;
d. For the non-recruited student-athlete, financial aid awarded through an established and continuing outside program for the recognition of outstanding high-school graduates, in which athletics participation may be a major criterion, as outlined in Bylaw 15.2.5.4. This aid does not count against the sport limitations but does count against the student-athletes’ individual limit; and

e. Educational expenses awarded by the U.S. Olympic Committee, which count against an institution’s sport-by-sport financial aid limitations and against the individual’s full grant-in-aid limit.

3. **Exempted Institutional Financial Aid:** The following institutional financial aid is exempt and is not counted in determining a student-athlete’s full grant-in-aid or in the institution’s financial aid limitations: Bylaw 15.02.4.3

   a. An honorary academic award for outstanding academic achievement or an established institutional research grant that meets the criteria set forth in Bylaw 15.02.6.

   b. Legitimate loans, based upon a regular repayment schedule, available to all students and administered on the same basis for all students;

   c. Employment during official vacation periods; and

   d. Employment subsequent to a student-athlete’s first academic year pursuant to 15.2.6.1; and

   e. A postgraduate scholarship awarded by an institution in accordance with Bylaw 16.1.4.1.4.

4. **Employment Earnings:** A student-athlete may receive earnings from legitimate on- or off-campus employment during semester or term time in combination with other financial aid included in the student-athlete’s individual financial aid limit up to the value of a full grant plus $2,000 provided the following conditions are met: Bylaw 15.2.6.1:

   a. The student-athlete has spent one academic year in residence at the certifying institution; and

   b. The student-athlete is eligible academically to compete for the institution; and

   c. Prior to commencement of the employment, the student-athlete and employer have signed a written statement specifying the employment is legitimate and compensation is commensurate with the going rate in that locality for similar services.

5. **Exempted Government Grants:** The following grants shall not be included when determining the permissible amount of a full grant-in-aid or the cost of attendance for a student athlete: Bylaw 15.2.4.2

   a. Americorps Program Benefits

   b. Disabled Veterans Awards

   c. Military Reserve Training Programs

   d. Montgomery G.I. Bill Benefits

   e. Special U.S. Government Entitlement Program Payments
f. Veterans Educational Assistance Program Benefits

g. Vocational Rehabilitation for Service-Disabled Veterans Program Benefits

h. Welfare Benefits

6. **Financial Aid From Outside Sources**: A student-athlete may receive financial aid from the following outside sources (Bylaw 15.2.5):

   a. Parents and legal guardians: Bylaw 15.2.5.1

   b. Financial aid awarded solely on bases having no relationship to athletics ability: Bylaw 15.2.5.2

7. A scholarship administered outside the institution that permits an applicant to include athletics participation or achievements as part of the application process may **not** be awarded under the provisions of 15.2.5.2

8. **Outside Educational Grants**: A student-athlete may receive an outside educational grant awarded solely on bases having no relationship to athletics ability up to the cost of attendance provided: (Bylaw 15.2.5.2.2)

   a. The recipient’s choice of institutions is not restricted by the donor of the aid, and

   b. The awarding individual or organization and the donor of the aid are not representatives of an institution’s athletics interests or an athletics booster group of a member institution.

9. **FOREIGN STUDENT AND TAXABLE INCOME**: It is not permissible for an institution to provide a student-athlete with a full grant-in-aid and in addition, pay the nonresident alien withholding tax. WSU is required by the IRS to withhold taxes on any foreign student-athlete whose scholarship is in excess of tuition and fees, and books. If a tax treaty exists between a certain country and the United States, a student may be exempt from a withholding tax. All foreign student-athletes must obtain a social security number and submit a copy of the social security card to payroll services so determination can be made as to whether they will be subject to a withholding tax. For those student-athletes subject to a withholding tax, student accounts shall calculate the tax amount and deduct a portion from each student-athlete’s monthly stipend.

12.06d **SUBJECT: FINANCIAL AID - TERMS AND CONDITIONS OF AWARDING INSTITUTIONAL AID**

(revised 12/02)

Institutional financial aid may be awarded for any term during which a student-athlete is in regular attendance as an undergraduate with eligibility remaining under Bylaw 14.2, or within six years after initial enrollment in a collegiate institution (provided the student does not receive such aid for more than five years during that period), or as a graduate eligible under Bylaw 14.1.7., Bylaw 15.3.1.

For all other awards of aid, the duration or period of the award cannot exceed one year. Bylaw 15.3.3.1.
Issues pertaining to National Letters of Intent are discussed further in Chapter 6 Compliance Policies of this manual.

**REDUCTION, INCREASE AND CANCELLATION DURING PERIOD OF AWARD. BYLAW 15.3.4**

15.3.4.1 **Reduction or Cancellation Permitted.** Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award if the recipient:
   a. Renders himself or herself ineligible for intercollegiate competition; or
   b. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement (see 15.3.4.1.1); or
   c. Engages in serious misconduct warranting substantial disciplinary penalty (see 15.3.4.1.2), or
   d. Voluntarily withdraws from a sport at any time for personal reasons; however the recipient’s financial aid may not be awarded to another student-athlete in the term in which the aid was reduced or canceled.

15.3.4.2 **Increase Permitted.** Institutional financial aid may be increased as follows:
   a. Between the period of time when the student-athlete signs the financial aid award letter and the beginning of the period of the award, and
   b. Subsequent to the date on which the student-athlete receives any benefits as part of the student’s financial aid grant (which is determined on the first day of classes for a particular academic term or the first day of practice, whichever is earlier), an institution may increase the student-athlete’s financial aid if the institution can demonstrate that such an increase is unrelated in any manner to an athletics reason (see 15.3.4.3).

15.3.4.3 **Reduction or Cancellation Not Permitted.** Institutional financial aid based in any degree on athletics ability may not be increased, decreased or canceled during the period of its award:
   a. On the basis of a student’s athletics ability, performance or contributions to a team’s success; or
   b. Because of an injury that prevents the recipient from participating in athletics, or
   c. For any other athletics reason.

15.3.4.3.2 **Decrease Not Permitted.** An institution may not decrease a student-athlete’s financial aid from the time the student-athlete signs the financial aid award letter until the conclusion of the period set forth in the financial aid agreement, except under the conditions set forth in 15.3.4.1.

15.3.5 **Renewals and Nonrenewals.** The renewal, reduction, or non-renewal of institutional athletic financial aid shall be made on or before July 1 prior to the academic year in which it is to be effective. WSU shall notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year whether the grant has been renewed or gradated, or not renewed for the ensuing academic year.
Notification of financial aid renewals, gradations, and non-renewals shall come from the financial aid office.

15.3.5.1 Hearing Opportunity Required. If WSU does not renew or reduces financial aid for the ensuing academic year, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing. The student-athlete must request a hearing by July 15th (note that if this date falls on a weekend day, the following working day is acceptable). The decision to renew or not renew the financial aid is left to the discretion of the institution, to be determined in accordance with its normal practices for students generally.

12.06e SUBJECT: FINANCIAL AID - WSU PROCEDURES FOR AWARDING AND DISBURSEMENT
(revised 12/02)

WSU’s procedures for the awarding and disbursement of financial aid are detailed in the accompanying flow chart. Samples of the financial assistance worksheet, financial aid agreement, and letter of non renewal are also included as accompanying documents.

12.06f SUBJECT: FINANCIAL AID - AWARDING ATHLETIC FINANCIAL AID
(revised 12/02)

RESPONSIBILITY

FIRST TIME AWARD: FINANCIAL AID AGREEMENT ONLY

Head Coach

1. Determine a prospective student-athletes’ financial aid status

2. Completes a Financial Assistance Worksheet

Sport Secretary

1. Review Financial Assistance Worksheet for appropriate signatures

2. Forwards the worksheet to Compliance Office/Director of Compliance

Compliance Office

1. Fax copy of worksheet to Athletics Financial Aid Coordinator

2. Enter information into PSA database

3. Complete three copies of Financial Aid Agreement Letter

4. Print one copy of Financial Aid welcome letter

5. Review documents for accuracy

6. Forward documents to Athletic Director for review and signature
Athletic Director

1. Review documents

2. Sign Waiver of National letter of Intent Requirement Form and Financial Aid Agreement letters

Athletics Financial Aid Coordinator

1. Approve and initial Financial Aid Agreements letters

2. Enter data on athletic Financial Aid database

3. Check team financial aid limits

4. Return to Compliance Office

Compliance Office

1. Mail original documents to PSA

2. Send copy of documents to Head Coach

3. Receive returned originals from PSA

4. Code return in PSA database

5. Forward one copy to Athletics Financial Aid Coordinator and one copy to Head Coach

Athletics Financial Aid Coordinator

1. Code return in athletic financial aid database

2. Create a file for student-athlete

RENEWAL LETTERS - CONTINUING STUDENT-ATHLETES

Head Coach

1. Determine current student-athlete’s financial aid status

2. Complete a Financial Assistance Worksheet for each student-athlete

3. Forward Financial Assistance Worksheets to Athletics Financial Aid Coordinator

Athletics Financial Aid Coordinator

1. Meet with Head Coach/Director of Compliance to discuss renewals

2. Check team limits

3. Enter data on athletics financial aid database
4. Complete Financial Aid Agreement letters for each student-athlete

5. Forward letters to Head Coach for review

**Head Coach**

1. Meet with student-athletes to distribute and discuss Financial Aid Agreement Letters

2. Have student athlete sign letter and retain copy for their records

3. Return signed letters back to the Athletics Financial Aid Coordinator

**Athletics Financial Aid Coordinator**

1. Update athletic financial aid database with received Financial Agreement Letter information

2. File Financial Agreement Letter in student-athlete file

**REDUCTION/NON-RENEWAL LETTERS - CONTINUING STUDENT-ATHLETES**

**Head Coach**

1. Determine current student-athlete’s financial aid status

2. Complete a Financial Assistance Worksheet

3. Discuss reduction/non-renewal of student-athlete with Compliance/Sport Supervisor/Athletics Financial Aid Coordinator

4. Forward worksheet to sport supervisor

**Sport Supervisor**

1. If approved, verify with signature

2. Forward worksheet to Assistant Athletics Director for Compliance for approval

**Assistant Athletics Director/Compliance**

1. Verify reduction/non-renewal meets NCAA regulations

2. Approve or deny reduction/non-renewal of athletic aid

3. If approved, initial worksheet and send back to Athletics Financial Aid Coordinator

4. If denied, contact head coach and sport supervisor to discuss issues

**Athletics Financial Aid Coordinator**
1. Complete non-renewal/reduction letter
2. Mail letter via certified mail with request for return receipt
3. Note financial aid status of non-renewal/reduction in athletic financial aid database
4. File worksheet and a copy of letter in student-athlete file

CANCELLATION LETTERS - CONTINUING STUDENT-ATHLETES

Head Coach
1. Determine a current student-athlete’s financial aid status
2. If student-athlete voluntarily withdraws, coach has student-athlete fill out voluntary release form
3. Coach completes a change of status form and forwards to Compliance Office

Compliance Office
1. Reviews change of status form for accuracy and forward to Athletics Financial Aid Coordinator

Athletics Financial Aid Coordinator
1. Upon receipt of change of status form, verify with coach that aid should be revoked
2. Complete cancellation letter
3. Mail letter via certified mail with request for return receipt
4. Archive file and forward to Athletic Eligibility Coordinator to place in student-athlete file

12.06g SUBJECT: FINANCIAL AID - FINANCIAL AID APPEAL PROCESS
(revised 12/02)

Bylaw 15.3.5.1.1 provides a student-athlete with a hearing opportunity if the institution decides not to renew or decides to reduce financial aid for the ensuing academic year. WSU’s procedures regarding such appeals are set forth below.

RESPONSIBILITY

Head Coach
1. Completes an athletic department statement regarding non-renewal sent from the Financial Aid Office.
2. Submit statement to sport supervisor.
3. Attend the appeal hearing if necessary.
Sport Supervisor

1. Review statement with coach and revise if necessary.
2. Forward final statement to Compliance Office.

Compliance Office

1. Review athletic department statement forwarded from sport supervisor.
2. Request additional information from coach and financial aid if necessary.
3. Sign off on statement and forward to Athletics Financial Aid Coordinator.
4. Attend the appeal hearing if necessary.

Athletics Financial Aid Coordinator

1. Receive notification of an appeal of the financial aid award decision.
2. Arrange the appropriate appeal process (e.g. written submittal or in-person hearing).
4. Attend the hearing if necessary.
5. Notify all parties of the appeal decision.

12.06h SUBJECT: FINANCIAL AID - DISBURSEMENT OF ATHLETIC FINANCIAL AID
(revised 12/02)

RESPONSIBILITY

STUDENT ACCOUNTS

Athletics Financial Aid Coordinator

1. Enter athletic award in Financial Aid System (FINAID)
2. Evaluate each student-athlete’s financial aid award (athletic and federal aid)
3. Release athletic exceptions holding financial aid
4. Generate individual Athletic Guarantee Sheets
5. Send Athletic Guarantee Sheets to student accounts
Student Accounts
1. Enter athletic guarantee elements (tuition, health fee, course fee, room and board), in student accounts system
2. Enter athletic stipends in student accounts system each month

HOUSING AND DINING SERVICES

Athletics Financial Aid Coordinator
1. Send a report to production manager in housing and dining of student-athletes receiving a room and board athletic guarantee
2. Determine the dollar amount that housing and dining can claim for room and board for each student-athlete
3. Contact production manager regarding any changes needed to student-athletes room and board plan

Housing & Dining Services
1. Create and activate meal accounts for student-athletes
2. Monitor account usage for each student-athlete
3. Place a claim for housing and dining charges against student-athlete’s account

BOOKS

Athletics Financial Aid Coordinator
1. Send report to book coordinator in Compliance Office listing all student-athletes, managers and athletic interns eligible to receive book vouchers

Compliance Office
1. Please see section 6 of this manual for books procedures

12.06i SUBJECT: FINANCIAL AID - MAXIMUM INSTITUTIONAL GRANT-IN-AID LIMITATIONS BY SPORT
(revised 12/02)

MAXIMUM LIMITS FOR HEAD-COUNT SPORTS OFFERED AT WSU:

<table>
<thead>
<tr>
<th>SPORT</th>
<th>TEAM LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>85</td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>13</td>
</tr>
<tr>
<td>Bylaw15.5.4.1</td>
<td></td>
</tr>
<tr>
<td>Women’s Basketball</td>
<td>15</td>
</tr>
<tr>
<td>Women’s Tennis</td>
<td>8</td>
</tr>
<tr>
<td>Women’s Volleyball</td>
<td>12</td>
</tr>
<tr>
<td>25 Initial Counters Bylaw 15.02.3.1</td>
<td>8 initials over a 2-year period</td>
</tr>
</tbody>
</table>
MAXIMUM LIMITS ON EQUIVALENCY SPORTS OFFERED AT WSU

<table>
<thead>
<tr>
<th>SPORT</th>
<th>LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>11.7</td>
</tr>
<tr>
<td>Men’s Cross Country/Track &amp; Field</td>
<td>12.6</td>
</tr>
<tr>
<td>Men’s Golf</td>
<td>4.5</td>
</tr>
<tr>
<td>Women’s Cross Country/Track &amp; Field</td>
<td>18</td>
</tr>
<tr>
<td>Women’s Golf</td>
<td>6</td>
</tr>
<tr>
<td>Women’s Rowing</td>
<td>20</td>
</tr>
<tr>
<td>Women’s Soccer</td>
<td>12</td>
</tr>
<tr>
<td>Women’s Swimming</td>
<td>14</td>
</tr>
</tbody>
</table>

Sample Financial Assistance Worksheet

Sample Initial Award Letter

Sample Cover Letter for Athletic Financial Aid Agreement

Sample Athletic Financial Aid Agreement Letter (Renewal Award)

Sample Non-renewal of Award Letter

Sample Reduction of Award Letter

Sample Cancellation of Award During the Academic Year Letter

Sample Student-Athlete Release Form

12.07 SUBJECT: SCHOLARSHIP BOOK PURCHASE AND BOOK RETURN  
(revised 12/02)

Student-athletes receiving books as part of the athletic financial aid package must purchase text books at the Student Book Store with a Book Request Form. NCAA rules limit the provision of texts to those required for your classes. All books must be returned to the Compliance Intern in Bohler Addition 285 by 5:00 p.m. on the last Thursday of final exam week. If students would like to keep any book or if any book is not returned by the deadline, 50% of the book value will be billed to the student’s account. If students have Friday finals, arrangements can be made with the Compliance Intern to keep the books until after the final.

RESPONSIBILITY

Coach

1. Remind students to purchase books the first week of class.

2. Remind students to return books by 5:00 p.m. on the last Thursday of final exam week.

Student-Athlete

2. Show **photo ID** to Compliance Intern to access Book Request Form. This will be matched to your class schedule.

3. Take the Book Request Form to the Student Book Corporation (Bookie) to purchase books. **Must have photo ID** to use Book Request Form at the Bookie.

4. **Purchase books the first week of the semester.**

5. If book(s) is unavailable at time of purchase, return to Compliance Office and pick up another Book Request Form. The Compliance Intern will verify if book is still needed against returned Book Request Form.

6. **Return books by 5:00 p.m. on the last Thursday of final exam week.** Books not returned by the deadline will be billed to the student’s account at 50% of the book value.

7. **Understand that lost or stolen Book Request Forms or textbooks are the responsibility of the student-athlete.**

8. Contact the Compliance Office to make arrangements for late return in order to keep books for a **late final.**

9. Notify Compliance Intern of desire to **keep** textbooks so student account can be billed at 50% of book value.

**Compliance Services (Compliance Intern)**

1. Request required book list from the Student Book Corporation.

2. Issue Book Request Form. Confirm semester schedule with WSU mainframe (OARS) with required book list. Validate form with stamp and signature.

3. Compliance Intern picks up returned Book Request Forms and receipts daily from the Bookie at the front desk of lower level.


5. Reserve room in the Addition for book return and process written request to facility supervisor for delivery of returned books to the Bookie.

6. Process returned books during finals week, credit students’ Book Request Form, and box up returned books.

7. Archive Book Request Forms.
12.08 SUBJECT: DEGREE ADVANCEMENT PROGRAM - EXHAUSTED ELIGIBILITY
(revised 12/02)

Purpose
The purpose of the Degree Completion Program (DCP) is to assist students who have completed their athletic eligibility to complete the requirements for their first bachelor’s degree.

Criteria
In order to be considered, a student-athlete must:
1. Have completed at least one year of eligibility at Washington State University.
2. Have a 2.00 cumulative GPA and have earned a minimum 90 credit hours over 8 semesters.
3. Be within one semester of a degree if they have been on athletic aid for five years OR be within two semesters of a degree if they have been on athletic aid for four years or less.
4. Enroll in a minimum of 15 credit hours each semester of the award unless their degree requirements are less. No more than 18 hours can be taken in a semester at WSU expense.
5. Have completed the University Writing Proficiency (e.g. portfolio and timed written essay).

NOTE: If wishing to return to WSU, must be within two years of exhausting eligibility. If not within this period, former student-athletes will be referred to the NCAA Degree Completion Program.

If the above criteria are not met, the student-athlete can appeal to the Associate Athletic Director for Student-Athlete Development.

Financial Assistance
1. DCP financial aid will be limited to the proportionate amount of tuition received during the last year of eligibility. In addition, DCP awards will include required textbooks and required fees (limited to: course fees, recreation center fee, health fee), and athletics sports pass.
2. Room and Board is NOT included in DCP financial aid awards. The only exception is for students who entered WSU midyear as freshmen and have not received four years of aid when they exhaust their athletic eligibility. (If a student-athlete receives room and board assistance, minimum 20 hours of internship hours will be required.)
3. Aid is approved from semester-to-semester on the basis of successful academic progress, and is limited to two terms (summer counts as a term).

Internship Requirement
1. All student-athletes in DCP will be assigned an internship in the Athletic Department. The required hours will be determined by previous history of athletic financial assistance.
2. If a DCP student-athlete has an off-campus internship and/or student teaching responsibility, the internship requirement will be waived for those student-athletes who are within 6 years of post secondary enrollment and have not received more than 10 semesters of athletics aid.

Commitment to Completion of Degree
If awarded WSU Degree Completion Aid, students are expected to complete their degree within the time frame indicated on the Degree Completion contract. If the degree is not completed during the period of this financial award or if a student earns an “F”, “W”, “I” in any class, this will impact future requests for athletics aid. If this occurs, former student-athletes may apply for funding through the NCAA Degree Completion Program. Deadlines for the NCAA financial aid applications are October 1 and May 1 of each year (pick up Bohler 285).
RESPONSIBILITY

Student-Athlete

1. Apply for graduation after completing 75 credits.

2. Complete writing proficiency – timed writing and three papers. Aid will not be cleared until completed.

3. Pick up degree completion application at the start of the spring semester (Bohler 285).

4. Complete all information requested on the Degree Completion Application. Verify professional athlete status.

5. Verify academic information and degree progress with faculty advisor. Provide copy of “To-Do-List” to associate athletic director for student-athlete development. Aid will not be cleared until student-athlete’s Degree Audit Report (DARS) and graduation plan is reviewed and approved by the associate athletic director for student-athlete development.

6. Submit application materials by the **deadline date: mid-April.**

7. Contact associate athletic director for student-athlete development with any questions regarding access to support services.

8. If awarded aid, sign and return DCP contract.

9. If aid is accepted, complete degree requirements and required weekly internship hours.

Student-Athlete Development

1. Distribute Degree Completion Applications. Assist students with completion of application. Verify clock start and determine if aid needs to be “earned aid”, per six-year clock start rule.

2. Review completed Degree Completion Applications and prepare Financial Aid Spreadsheet and forward to the athletics financial aid coordinator.

3. Determine internship assignments.

4. Prepare Degree Completion Contract.

5. Notify students of decision.

6. Review DCP Contract, expectations, available services, and internship assignment with student-athlete, and file signed contract. (confirm “earned aid” work agreement with student, if student is outside the six year period)
7. Notify athletics staff of internship assignment and assigned number of hours/week.

8. Forward approved degree completion list to the ticket office to authorize a sports pass for each degree completion student.

9. Monitor academic progress of students in the degree completion program.

10. Monitor assignments and completion of the internship commitment.

**Financial Aid Coordinator**

1. Verify eligibility and financial aid history.

2. Track financial aid awards on the financial aid spreadsheet and enter scholarship amounts into the NCAA Compliance Assistant.

3. Review NCAA Squad List for accuracy each semester.

**Compliance Office**

1. Review NCAA Squad List.

2. Audit each student’s degree completion contracts to ensure compliance of all NCAA degree completion bylaws.

**Coach**

1. Remind student-athletes of application deadlines.

2. Complete coach’s recommendation on the Degree Completion Application.

12.08a SUBJECT: DEGREE ADVANCEMENT PROGRAM - MEDICAL DEGREE COMPLETION
(revised 12/02)

**Purpose**
The purpose of the Medical Degree Completion Program is to assist scholarship student-athletes suffering from a career ending injury complete their first bachelor’s degree. Financial aid may be available for a student-athlete who is injured while participating in his/her sport, and per the team physician’s recommendation is not physically able to complete four years of eligibility.

**Process**
If a serious injury exists, the head coach and the Director of Athletic Training Services will meet to discuss the injury. If warranted and appropriate, the Director of Athletic Training Services will consult with the WSU Coordinator of Athletic Medicine (team physician) to determine if the injury is career ending. If determined to be career ending, the Director of Athletic Training Services will meet with the sport supervisor to review the student-athlete’s medical history and recommendation for medical degree completion. If approved by the sport supervisor, the Director of Athletic Training Services will forward the appropriate medical documentation to the Compliance Office for review.
**If Approved for Medical Degree Completion Financial Aid**

1. Students must enroll in a minimum of 15 credit hours each semester of the award unless their degree requirements are less. No more than 18 hours can be taken in a semester at WSU expense.

2. Aid will be awarded in proportion to the amount of financial aid received during their last year of eligibility. Students will be assigned a 20 hour/week internship in the athletic department.

3. Aid will be awarded by semester on the basis of successful academic progress. Aid may not be renewed for students who become deficient, as defined by University academic regulations.

4. The maximum time of award is four years (determined by the student’s clock start).

5. The degree should be completed during the period of this financial award. If a student earns “F”, “W”, “I” in any class, future aid may be impacted.

**RESPONSIBILITY**

**Athletic Medicine**

1. THE DIRECTOR OF ATHLETIC TRAINING SERVICES CONFIRMS IF A STUDENT-ATHLETE HAS SUFFERED A CAREER ENDING INJURY. (CONSULTS WITH STUDENT-ATHLETE, COACH, TEAM PHYSICIAN, AND SPORT SUPERVISOR).

2. Request Medical DCP Form from compliance office.

3. IF CAREER-ENDING INJURY EXISTS, THE DIRECTOR OF ATHLETIC TRAINING SERVICES FORWARDS THE APPROPRIATE MEDICAL DOCUMENTATION TO THE COMPLIANCE OFFICE FOR REVIEW. (IF NOT, INFORM THE HEAD COACH AND STUDENT-ATHLETE)

**Student-Athlete**

1. Meet with physician, director of athletic training services, and head coach. Complete all information requested on the Medical Degree Completion Application.

2. Verify academic information and degree progress with faculty advisor. Provide associate athletic director for student-athlete development a semester by semester degree completion plan.

3. Apply for graduation after earning 75 credits.

4. Review Degree Audit Report (DARS) with associate athletic director for student-athlete development to confirm graduation plan that will allows the student to graduate within four years of initial full time enrollment, and confirm terms of the athletics aid.
5. Complete writing proficiency - timed writing and three papers before earning 60 credits. Aid after 60 credits will not be cleared until writing proficiency requirement is completed.

6. If awarded aid, sign and return Medical DCP Contract to associate athletic director for student-athlete development.

7. Contact associate athletic director for student-athlete development with any questions regarding access to support services.

8. If aid is accepted, complete degree requirements and required weekly internship hours.

**Compliance Office**

1. Distribute Medical Degree Completion Applications, as needed. Assist coach with completion of application.

2. Review medical documentation and letter from the director of athletic training services.

3. IF APPROVED PER NCAA RULES, THE COMPLIANCE COORDINATOR BEGINS PROCESSING THE MEDICAL DEGREE COMPLETION APPLICATION.

4. MEET WITH THE STUDENT-ATHLETE TO EXPLAIN THE APPLICATION PROCESS, AND FORWARD APPLICATION TO THE FINANCIAL AID COORDINATOR AND ASSOCIATE ATHLETIC DIRECTOR FOR STUDENT-ATHLETE DEVELOPMENT.

5. REFER STUDENT-ATHLETES TO THE ASSOCIATE ATHLETIC DIRECTOR FOR GRADUATION PLANNING.

6. Forward Medical Degree Completion Application with all appropriate signatures to the athletic director.

7. Notify approval of aid to coach, student-athlete, and forward financial aid approval to the financial aid coordinator and associate athletic director for student-athlete development.

**Student-Athlete Development**

1. Complete graduation plan and forward completed Medical Degree Completion Application to the compliance coordinator.

2. Prepare medical degree completion contract and assign student to a 20 hour internship within the athletic department.

3. Review Medical DCP Contract, expectations, available services, and internship assignment with student athlete, and file signed contract.
4. Notify athletics staff of internship assignment and assigned number of hours/week.

5. Monitor academic progress of students in the Medical Degree Completion Program.

6. Monitor completion of the internship commitment.

**Financial Aid Coordinator**

1. Verify financial aid history.

2. If medical degree completion is approved, prepare and mail the student-athlete’s non-renewal letter and the student-athlete’s medical degree completion renewal letter.

3. Track financial aid awards.

4. Prepare and distribute degree completion financial aid summary report each semester.

**Coach**

1. Refer student to the coordinator of athletic medicine and director of athletic training services to determine if student may qualify for medical degree completion aid.

2. If the coordinator of athletic medicine confirms the student has an injury/illness that will not allow the student to complete his/her eligibility, complete necessary information for the Medical Degree Completion Application.

**Athletic Director/Sport Supervisor**

1. Meet with coach and/or director of athletic training services to review medical degree completion request.

**Athletic Director**

1. Review completed Medical Degree Completion Application.

2. Determine medical degree completion status and notify compliance coordinator of the decision.

**12.08b SUBJECT: DEGREE ADVANCEMENT PROGRAM - SUMMER SCHOOL FINANCIAL AID (revised 12/02)**

The goal of WSU funded summer school is to enhance progress toward a degree, and provide the student the opportunity to complete his or her degree at the same time eligibility is completed at Washington State University. Review of applications will begin mid-April. To assure serious consideration and timely notification, summer school applications must be submitted no later than the Friday, after METRO priority registration day for student athletes.
NOTE: If a student-athlete quits his/her team prior to exhausting eligibility at Washington State University, the summer school financial aid agreement will become null and void immediately. If the head coach non-renews a student-athlete for the upcoming year, summer school aid will be evaluated based on the specific circumstances of the situation.

**NCAA Criteria**
1. In order to be considered for summer school financial aid, the student-athlete must have been in residence at least one term of the regular academic year and must have received athletically related financial aid.

2. Summer school financial aid may be awarded only in proportion to the amount of athletically related financial aid received during the previous academic year.

3. Summer school financial aid can be awarded only for WSU-Pullman enrolled course work.

**WSU Athletics Criteria**
1. Award of summer school financial aid will be based on the best academic plan for graduation for each student-athlete. All financial aid awards must be approved by the Associate Athletic Director for Student-Athlete Development.

2. To receive full consideration for summer financial aid, student-athletes must earn a minimum 9 credits with a minimum 2.00 fall semester GPA, and maintain a minimum 2.00 cum GPA. Academic progress for student-athletes who do not meet this minimum standard will be re-evaluated during the spring semester.

3. Request for aid for off-campus internship credits will be evaluated on an individual basis. If off-campus internship hours are approved, aid will only include tuition and required books.

4. WSU Distance Degree Program credits will not be funded through WSU athletics summer aid program.

5. **Maximum of two summer session courses will be funded** (equivalent student-athletes will be funded for proportionate amount).

6. If students qualify for stipend funding per NCAA rules, stipends will be awarded on a weekly basis (e.g. per number of weeks enrolled). **Maximum funding for summer stipends will be 8 weeks.**

7. To receive full stipend when enrolled in a six or eight week summer session, student-athletes must be enrolled in a minimum of two courses (equivalent student-athletes will be funded for proportionate amount).

8. If enrolled in two courses over a 12-week period, the maximum stipend will be 8 weeks.

9. If enrolled in a four-week summer session, student-athletes may enroll in only one course.

**Options for Students Not Receiving Athletics Summer School Financial Aid**
1. Attend WSU and be responsible for paying for summer course work. Apply for federal financial aid, loan, or work study aid.
2. Attend summer school at a university or community college away from WSU. All transfer course work must be approved prior to enrolling in the off-campus course work. Prior Approval Forms are available at the Academic Office in Bohler 285. If needed for NCAA eligibility, prior approval must be completed for those credits to count for a student-athlete's eligibility certification.

FAILURE TO MEET SUMMER SCHOOL CONTRACTUAL AGREEMENT
Once summer athletics aid is authorized, student-athletes must attend class, access services if noted in their contract, and work to earn "C" and above grades. If this expectation is not met, aid may be stopped immediately, may be terminated for the remainder of the summer, or the student-athlete’s student account may be billed for the tuition amount of a failed course. Additionally, future awards of summer financial aid may be jeopardized.

RESPONSIBILITY

Student-Athlete
1. Pick-up summer school application form from the student-athlete development office, Bohler 285. Complete all information requested on the Summer School Request Form.

2. Verify degree applicability of summer school credits with faculty advisor.

3. Submit application materials by the deadline date: first Friday after priority registration day for student-athletes (mid-April).

4. If awarded aid, sign Financial Aid Summer School Agreement and meet all commitments as stated in the agreement.

5. Contact the program director for academic and career services with any requests for access to academic support services.

6. If awarded aid for books, purchase books by the end of the 2nd day of classes. Book Request Forms are available from the compliance office, book coordinator in Bohler Addition 285.

7. If awarded aid for books, return books on the dates indicated on the Summer School Financial Aid Agreement. All books should be returned to the compliance office, book coordinator in Bohler Addition 285.

Coach
1. Remind student-athletes of application deadlines.

2. Complete coach’s recommendation on the Summer School Application.

Student-Athlete Development
1. Distribute Summer School Applications. Assist student-athletes with completion of application.

2. Review summer courses for applicability toward degree.
3. Review completed applications and forward recommendation and completed application materials to associate athletic director for student-athlete development.

4. If ineligible, confirm student-athlete’s summer school plan will allow student to meet minimum NCAA eligibility requirements.

5. Notify student-athletes of decision.

6. Coordinate financial aid awards with athletics financial aid coordinator to ensure all awards are within the student athlete’s NCAA limit.

7. Provide Financial Aid Agreement for student-athletes to sign. Include amount of financial award and any specific conditions to be met by the student.

8. Monitor academic progress of high risk student-athletes during summer session.


10. Coordinate summer tutoring program.

Financial Aid Coordinator

1. Verify financial aid awarded in previous academic year.

2. Determine allowable equivalency during summer session.

3. Track financial aid awards.

4. Prepare and distribute financial aid summary.

12.08c SUBJECT: DEGREE ADVANCEMENT PROGRAM - SUMMER SCHOOL FINANCIAL AID FOR NEW BASKETBALL STUDENT-ATHLETES
(revised 12/02)

NCAA rules allow new basketball student-athletes to be funded for summer school prior to enrolling full-time at Washington State University. The goal of this financial aid program is to provide new basketball student-athletes the opportunity to earn six degree applicable credits, while participating in the athletic department’s summer academic orientation program. Each sport is limited to five student-athletes (Men’s Basketball – NCAA Rule; Women’s Basketball – Department Policy).

NCAA RULES
1. Must be admitted for fall enrollment at WSU. (do not need to sign NLI or financial aid agreement)

2. Must enroll in minimum 6 credits and credits must be “academic credits” (e.g. no P.E.)

3. Summer school financial aid can be awarded only for WSU-Pullman enrolled course work.
4. Housing may be provided the night before the session begins through the last night of the session. Dining is provided beginning the first day of the session through the last day of the session.

**FAILURE TO MEET SUMMER SCHOOL CONTRACTUAL AGREEMENT**
Once summer athletics aid is authorized, student-athletes must attend class, access services if noted in the contract, and work to earn “C” and above grades. If this expectation is not met, aid may be stopped immediately, may be terminated for the remainder of the summer, or the student-athlete’s student account may be billed for the tuition amount of a failed course. Additionally, future awards of summer financial aid may be jeopardized.

**Allowable Athletic Activities**
The new basketball prospects are just that: prospects. Therefore, new basketball student-athletes must be treated as any other prospect who comes to campus early. Prospects who have signed a letter of intent may have access to the varsity weight room (after having a physical per WSU policy) at the same time as the returning student-athletes. The strength coaches may be present but may not work directly with the prospects. In addition to this, the prospects may only participate in other voluntary activities (e.g., pick-up games) with no coaches (including strength coaches) being present. The strength and conditioning coaches may not design or conduct workouts with them even if they are truly voluntary and requested by the prospects.

**RESPONSIBILITY**

**Student-Athlete**

1. Review possible course selection based on major interest, and verify degree applicability of summer school credits with Associate Athletic Director for Student-Athlete Development.

2. Apply for summer school enrollment on-line and register online for summer classes. (metro.wsu.edu)

3. Sign Financial Aid Summer School Agreement and meet all commitments as stated in the agreement.

4. Participate in all orientation activities and study sessions as assigned by the program director for academic and career services.

5. Attend the University ALIVE Program and register for fall semester courses.

6. Purchase books by the end of the 2nd day of classes. Book Request Forms are available from the compliance office, book coordinator in Bohler Addition 285.

7. Return books on the dates indicated on the Summer School Financial Aid Agreement. All books should be returned to the compliance office, book coordinator in Bohler Addition 285.

**Basketball Coach**

1. Identify new student-athletes interested in attending summer session. Remind student-athletes of application deadlines and on-campus housing expectation.
2. Coordinate all on-campus housing and dining accommodations, and provide funding for University ALIVE Orientation Program.

**Student-Athlete Development**

1. Assist basketball student-athletes with course selection and online registration.
2. Review summer courses for applicability toward degree.
3. Coordinate financial aid awards with athletics financial aid coordinator to ensure all awards are within the NCAA rules.
4. Provide housing and dining information to coaches.
5. Plan new student-athlete orientation activities for each week of summer session.
6. Provide Financial Aid Agreement for student-athletes to sign. Include amount of financial award and any specific conditions to be met by the student.
7. Monitor academic progress during summer session and provide tutoring and structured study sessions, as needed.

**Financial Aid Coordinator**

1. Process financial aid guarantee for each new basketball student-athlete per dates of enrollment and number of credits enrolled.
2. Assist student-athletes with all financial aid and student-account questions.
3. Track financial aid awards.

**12.09 SUBJECT: INSURANCE – STUDENT-ATHLETES**
*(revised 12/02)*

Student-athletes are provided medical insurance coverage for any injury or accident, which is related to athletic activity in their sport. The policy premiums are paid by the athletic department. In all instances, according to Washington state insurance laws, parent’s health insurance is primary. Claims are filed in cooperation with medical providers to collect the greatest amount of benefits possible from any medical insurance. When those benefits are exhausted or there are no medical benefits available, WSU athletics will provide medical coverage for remaining balances. WSU athletics recommends that students purchase the University sponsored health insurance plan for those conditions not covered under the athletic department policy, such as non-athletically related accidents or out of season illness.

**RESPONSIBILITY**

**Insurance Liaison**

1. Provide student-athletes and parents/guardians an explanation of department insurance policy procedures via Athletic
Medical Registration packet in the spring or as necessary during the academic year.

2. Maintain a current file of student athlete’s insurance information.

3. Receive medical bills from providers, student-athletes and athletic medicine staff.

4. Identify student-athlete, student-athlete’s sport, injury status and authorization to pay bill.

5. Communicate with medical providers regarding current insurance information to allow claims to be filed and keep up-to-date insurance database.

6. If charges are determined to be non-athletically related return bill to provider and student athlete.

7. When coordination of benefits has occurred with all available insurance, assist with the payment of balances due to providers by submitting correct requests to controller’s office.

9. Assist with the collection of any benefits due from parent’s or insurance companies and turn into business office for deposit.

**Athletic Medicine Staff**

1. Meet with student-athletes in the fall compliance meeting to explain WSU athletic insurance policies and guidelines.

2. Receive and medical bills for student-athletes and forward to the insurance liaison for the athletic department.

**Student-Athlete**

1. Inform athletic medicine staff of injuries and illnesses and follow the guidelines as published in the Student-Athlete Handbook

2. Submit medical bills to athletic medicine staff or insurance coordinator in a timely manner to apply for reimbursement according to department policy.

**12.09a SUBJECT: NCAA RULES GOVERNING MEDICAL EXPENSES (BYLAW 16.4)**

(revised 12/02)

**PERMISSIBLE**

- Athletic medical insurance.

- Death and dismemberment insurance for travel connected with intercollegiate athletics competition and practice.
- Drug rehabilitation expenses.
- Counseling expenses related to the treatment of eating disorders.
- Glasses, contacts or protective eyewear for students who require visual correction to participate in intercollegiate sports.
- Medical examinations at any time for enrolled student-athletes.
- Expenses for medical treatment (including transportation to and from) as a result of athletically related injury or illness.
- Surgical expenses for student-athletes who are injured during the academic year while participating in voluntary physical activities (during the summer that are conducted by an institution’s strength and conditioning coach with department-wide duties) that will prepare the student-athlete for participation.
- Medication and physical therapy utilized by a student-athlete during the academic year to enable the individual to participate in intercollegiate athletics.
- Preseason dental examinations conducted in conjunction with a preseason physical
- Dental work directly related to injury to teeth that occurred during practice or competition.
- Medical expenses for a student-athlete who sustains an injury while participating in voluntary conditioning activities during the summer that are conducted by an institution’s strength and conditioning coach with department-wide duties.

NON PERMISSIBLE

- Student health insurance – except for those groups for which it is required (e.g. foreign students).
- Surgical expenses to treat illness or injury that was not a result of practice or participation in intercollegiate athletics and did not occur as a result of voluntary physical activity that would prepare the student-athlete for competition.
- Medical or hospital expenses incurred as a result of going to and from classes, or while participating in classroom requirements (e.g., physical education classes).
- Teeth cleaning, fillings, wisdom teeth extraction and other routine dental work.

Sample Letter to Parents

12.09b SUBJECT: INSURANCE - ADDITIONAL STUDENT COVERAGE
(revised 12/02)

The student medical insurance, Guaranteed Trust Life (GTL), only covers the student-athlete when he/she is participating in an official team function (i.e. practice, competition, or travel to and from the competition). It is advisable to purchase WSU student medical insurance to cover other situations, such as illness, non-athletic related injuries, or surgeries.

NOTE: Student medical insurance will not cover intercollegiate athletic related injuries.
RESPONSIBILITY

**Foreign Student-Athlete**
1. Required to purchase GTL student medical insurance, or provide proof of insurance coverage from country.

**Student-Athlete**
1. Must be enrolled in 7 credits or more to be eligible for student medical insurance.
2. Sign up for insurance coverage at registration or benefit services, French Administration 232.
3. All student-athletes must pay a mandatory health fee each semester for the use of Health and Wellness basic services. This fee may be included in an athletic scholarship.

**12.10 SUBJECT: MEDICAL HARDSHIP WAIVER**
(revised 12/02)

A student-athlete may be granted an additional year of competition by the conference if they have been incapacitated as a result of an injury or illness that occurs:

1. During one of four seasons of intercollegiate competition at any two-year or four year institution or occurs subsequent to the first day of classes of the student-athlete’s senior year in high school;

2. Prior to the completion of the first half of the playing season that concludes with the NCAA Championship in that sport and results in incapacity to compete for the remainder of the playing season; and

3. Prior to the student-athlete participating in more than two contests or dates of competition or 20 percent (whichever is greater) of the sport’s scheduled contests or dates of competition as set prior to the first contest date of the designated official NCAA Championship playing season in the applicable sport.

The Faculty Athletic Representatives Committee of the Pac-10 Conference administers bylaw 14.2.4 Hardship waiver requests.

**RESPONSIBILITY**

**Coach**
1. Receive confirmation from athletic medicine staff regarding the student-athlete's health status.
2. Submit the student-athlete’s record of competition, practice, etc. **up to and including** the time of injury and the sport’s competitive schedule for that academic year.

**Medical Services**
1. Determine the status of student-athlete's injury.
2. Notify the coach and Assistant Athletic Director - Compliance of any injury suffered by a student-athlete that results in incapacity to compete for remainder of the playing season.

3. Document type of injury, date the injury occurred, where and how the injury occurred, and the prognosis.

4. If the decision is made to seek restoration of the year of eligibility, complete Medical Hardship Petition Form and submit all supporting documentation to the compliance office.

**Student-Athlete**

1. Write letter-requesting restoration of eligibility due to medical hardship.

2. Submit letter and medical forms to the Assistant Athletic Director - Compliance

**Coordinator of Athletic Medicine**

1. Review all medical documentation for accuracy and sign Medical Hardship Petition Form.

**Compliance Office**

1. Prepare hardship package for Pac-10 Conference.

2. Sign Petition Form and forward package to faculty athletic representative for approval and signature.

3. Submit to Pac-10 Conference.

4. Notify student-athlete and coach of decision.

**Pac-10 Conference**

1. Review and determine status of medical hardship cases.

**Faculty Athletics Representative**

1. Verify all information submitted to the Pac-10 Conference for consideration.

2. Sign the Medical Hardship Petition Form.

3. Notify Assistant Athletic Director - Compliance of decision.

**Medical Hardship Petition Form**

12.11 SUBJECT: MEDICAL SERVICES - PHYSICAL EXAMINATIONS

*(revised 12/02)*

**RESPONSIBILITY**

<table>
<thead>
<tr>
<th>COMPLETE FOR INJURY OR ILLNESS HARDSHIP PETITIONS ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of contests/dates of competition played by team</td>
</tr>
<tr>
<td>Number of contests/dates of competition played by</td>
</tr>
<tr>
<td>petitioning student-athlete</td>
</tr>
<tr>
<td>Number of contests/dates of competition that equals 20% of the team’s season (round up)</td>
</tr>
</tbody>
</table>
1. Organize and conduct required physical examinations for student-athletes participating in any intercollegiate sport prior to the first practice.

2. Distribute physical examination appointment schedule to head coach.

3. Provide all student-athletes with physical examination forms including: health history questionnaire, risk awareness statement and physical form, as a prerequisite for the medical examination provided by athletic medicine. At the request of the athletic medicine staff, medical reports pertaining to previous injury and/or surgery must accompany these questionnaires prior to examination by the physician. These reports are not to be confused with the medical history form required by the University for all students for admission.

4. Mail medical information to incoming student-athletes. The information consists of a physical form, insurance forms, under 18 consent for treatment forms, and terms of medical insurance.

**Coach**

1. Develop physical examination schedule with athletic medicine staff.

2. Provide athletic medicine with the full list of names of student-athletes who are to be cleared for participation in the given sport.

3. Receive physicals appointment schedule from athletic trainer and notify student-athletes.

**Student-Athlete**

1. Contact coach to confirm physical examination date.

2. Complete and return the above medical forms prior to the medical examination. Returning student-athletes need only complete Yearly Update Physical form.

3. New student-athletes attend physical examination at the scheduled time. If a student-athlete fails to attend, the physical must be obtained at the athlete's expense.

4. Pass the physical examination supervised by the team physician before practicing or checking out equipment.

**Student-Athlete/Parent/Guardian**

1. Return the physical form, insurance forms, under 18 consent for treatment forms, terms of medical insurance according to deadlines.
12.11a SUBJECT: MEDICAL SERVICES - TREATMENT OF INJURIES/ILLNESSES  
(revised 12/02)

Athletic medicine facilities are open daily, Monday through Friday, 8:00 a.m. to 6:30 p.m. Additional coverage for scheduled sports events and practices is provided as necessary. Departures from these hours will be posted on the door.

RESPONSIBILITY

Coordinator of Athletic Medicine/Athletic Trainers/Doctors

1. Provide for the evaluation, treatment, prevention, rehabilitation and referral of injuries to student-athletes in accordance with recognized quality medical practices.

2. Create treatment protocols for all treatment for student-athletes.

3. Communicate injuries to coaches in a timely manner.

4. Work together to decide when and if a student-athlete may return to practice and/or competition after an injury.

5. Maintain complete and accurate records in compliance with OSHA and other federal, state, and NCAA regulations.

Coach

1. Implement directions of team physician or the sport-assigned athletic trainer regarding the health of the student-athlete.

2. **Do not require nor permit a sick or injured student-athlete to practice or participate** in a game without approval of the medical staff. Under certain circumstances participation may be allowed with specified restrictions (for example, practice without contact). These restrictions should be rigidly adhered to until lifted by the athletic trainer through the team physician.

3. Do not prescribe treatment for injured student-athletes. All treatment and rehabilitation will be prescribed through the athletic training staff and physicians.

4. Schedule with the athletic trainer any unusual practice sessions or athletic events in which the athletic training staff is required. These should be scheduled at least one week prior to the event.

Student-Athlete

1. Report to the athletic medicine facilities (athletic training room) for care, prevention, and rehabilitation of injuries.

2. Report to an athletic trainer when injured. She/he will assess the extent of the injury, provide immediate care, and refer the student-athlete to the physician if necessary.
3. If unable to practice because of injury or illness, report to the training room or call ASAP to facilitate treatment and inform coaching staff. Anyone unable to practice who does not report to the athletic training room in time to be included in the daily injury report, will be responsible to inform the coach of their health status.

4. **Do not prescribe own treatment.** All treatment will be prescribed by the athletic trainer and/or team physician.

5. **Do not apply self-treatment.** All treatment modalities will be administered by an athletic trainer unless otherwise approved.

6. Use the athletic medicine facilities only after completing a sports physical exam and receiving clearance for participation in a given sport.

7. Adhere to the directions given by the physician. He/she will examine student-athletes referred by the trainer, prescribe treatment and be the sole authority to refer the student-athlete to a specialist.

8. Adhere to training room policies pertaining to attire and conduct.

9. Be aware of the NCAA and WSU policies as they relate to injury or illness:

**12.11b SUBJECT: MEDICAL SERVICES – MEDICAL EMERGENCY ACTION PLANS** *(revised 12/02)*

**STUDENT-ATHLETE MEDICAL COVERAGE**

1. **Practice and Game Coverage**
   a. Coverage by the Certified Athletic Training staff (ATCs) includes all official, scheduled, and coach attended (strength coach included), practices, games, and official eight (8) hour rule out of season conditioning. Summer voluntary workouts conducted by a strength coach will also be attended by an ATC. Voluntary pick up games, scrimmages, or any other workouts without a coach of any kind present, will NOT be attended by an ATC or any medical staff. Players will be advised how to activate the emergency plan in the venue in which they participate. Emergency activation cards with contact numbers will be provided.
   
   b. Based on risk, staff allocation, and injury rates, the only exceptions to practice coverage with on site continual presence of an ATC would be Tennis, Track and Field, Rowing, Spirit, Swimming, Cross Country, and Golf.

   c. Tennis, Track and Field, Rowing, and Spirit have Athletic Training Students (ATS) cover practice. Radio, fixed phone, and/or cell phone communication is available to an ATC at another close venue site or in the Athletic Medicine facility. If a scheduled practice covered by an ATS is outside of Athletic Medicine operating hours, and an ATC is not readily available, the sport ATC coordinates with the ATS and is on-call. Any ATX attending these practices will provide emergency plan activation.
d. The swimming coaching staff acts as the first to respond during weekly morning practices as well as weekend practices. Swimming coaches are first-air and CPR certified as well as either lifeguard certified or swim coach certified. Afternoon practice sessions are covered by an ATS with direct communication to an ATC as described above. Cross Country and Golf will rely on a coaching staff member to activate the emergency plan.

2. SKILL SESSION AND WEIGHT ROOM WORKOUT COVERAGE

a. Individual skill sessions and weight training sessions conducted by either a strength coach or sport coach, either voluntary or mandatory, in or out of season, also will NOT be attended by ATCs. Coaches and strength staff will activate the emergency plan at these above sessions.

3. EMERGENCY PLAN COMPONENTS

a. Emergency Personnel
   i. Medical team personnel include team or local physician(s), emergency medical technician/paramedic, certified athletic trainer (ATC), and/or athletic training students (ATS). Additional individuals first to respond can include coaches, strength coaches, student-athletes, or institutional personnel. Certified Athletic Trainers and Athletic Training Students are first-aid, cardiopulmonary resuscitation (CPR), and semi-automatic external defibrillator (AED) certified as well as trained in Blood-Borne Pathogen management. The Strength and Conditioning staff is first-air, CPR, and AED certified.
   ii. One member of each coaching staff that has daily contact with student-athletes has first-aid and CPR training. It is strongly recommended that all coaching staffs and athletics department personnel attain and update first-aid and CPR training.

b. Emergency Communication
   i. Access to working telephone or other telecommunication devices (cell phone/radio) will be assured at each venue site. ATC Staff, ATS. Or coaching staff will check the communication system prior to each practice or competition to ensure proper working order.

c. Emergency Equipment
   i. All necessary emergency medical equipment will be either on-site and/or readily available. Personnel will be familiar with all emergency equipment, its venue site/facility location, and pre-trained in its operation and function. All emergency equipment is checked on a regular basis by WSU Athletic Medicine Staff.

d. Role of Emergency Personnel
   i. Roles of either medical team personnel or individuals first to respond may vary depending on the venue site and available number of personnel. Typically, the individual first on scene to a medical emergency is charged with performing and/or delegating the following duties: ensure a safe scene, provide immediate appropriate medical care to the extent of his/her training (including stabilize and do no further harm), activate the Emergency Medical System (call 9-1-1), retrieve emergency medical equipment, open appropriate access gates/doors, meet and direct Emergency Medical System services, and provide scene control.
   ii. Individual(s) providing care should give way and allow those with more advanced medical training to take charge. If one is ever unsure, activate EMS first, and then obtain additional assistance.

e. Venue Directions/Access
i. Each venue site has been evaluated for the most appropriate EMS route and access to facilitate rapid advanced medical care and transport. In an emergency situation, transportation should occur by ambulance. Do not transport unstable patients in inappropriate vehicles. Care must be taken to ensure that the venue site is supervised should the emergency care provider leave the site in transporting the injured party.

4. Athletic Facility/Venue Site and Emergency Plans
   a. Each venue site, either on- or off-campus has its own emergency plan. Communication of venue site emergency plan information occurs annually with the Athletic Medicine Staff, ATSs, Event and Facility Operations personnel and coaches. A documented meeting between sport ATC and coach(es) will occur annually. Venue sites with a fixed campus phone have an EAC posted next to the phone. Emergency plans are available for review in the Event Operations and Facilities Department, Bohler Gym 130, and in the Athletic Medicine Facility, Bohler Gym M-4.

   b. Emergency Activation Cards
      i. The Emergency Activation Card (EAC) is designed as quick reference guide for any individual first to respond to an emergency. Each EAC provides specific information including: emergency phone number (9-1-1), outlines questions asked by EMS dispatch, provides venue site/area of emergency written directions to give EMS dispatch. EACs also address additional duties including: retrieve emergency medical equipment, open access gates/doors, meet and direct EMS services, and provide scene control. EACs are located at all venue site fixed phones as well as throughout the athletic department facility.

   c. Athletic Department Facilities
      i. This includes administrative and coaching offices, as well as support service areas, located in Bohler Gym, Bohler Addition, and PEB offices. Each has an emergency plan, and/or an emergency activation card. Hallway phones have a posted Emergency Activation Card and locker rooms have a posted map designating the nearest hallway phone.

5. Semi-Automatic External Defibrillator (AED) Program
   a. AED Storage
      i. Four AEDs are located in Bohler Gymnasium. Three AEDs are in the Athletic Medicine Facility (Bohler Gymnasium M-4), and one in the Strength and Conditioning Center (Bohler Addition M-88). One AED is relocated from Bohler Gym M-4 to Beasley Coliseum Athletic Medicine Satellite facility when Men’s and Women’s Basketball are in season.

   b. AED Scheduling
      i. The following parameters are taken into account for AED scheduling: high-risk student-athletes, high-risk sport(s) (e.g., football, women’s soccer, baseball), low-risk sport(s) (e.g., tennis, golf), practice time/location, game time/location, home events versus away events, venue site location (e.g., isolated facility versus facilities in close proximity), in-season versus out-of-season. AED located in the Strength and Conditioning Center (Bohler Addition M-88) acts as a reserve for Bohler Gymnasium and Bohler Addition if all other AEDs are unavailable.

   c. Communication
      i. During the weekly ATC staff meeting the time and location of each AED is designated for the upcoming week. Example: If a sport is on the AED schedule, that sport is designated to have the AED. Sports that are not on the list piggyback those that have an AED. Radios and/or cellular phones are used for communication
between the Athletic Medicine Facility and sports that do and do not have an AED on-site.

6. **Catastrophic Emergency Plan**
   a. The CEP is designed to address the responsibilities and duties of specific units/personnel having direct involvement in a catastrophic event. These units include: WSU administration, athletic department administration, medical services, compliance, and media relations.

**12.11c SUBJECT: MEDICAL SERVICES – FINANCIAL RESPONSIBILITY**
(revised 12/02)

The following policies and guidelines determine financial responsibility for medical services:

**Student-Athlete**

1. If a student-athlete is injured and specifically requests a physician other than a WSU physician, the student-athlete does so at his/her own expense. Follow up and rehabilitation costs for care received as a result of this decision also will be the responsibility of the student-athlete. The coordinator of athletic medicine and/or the athletic training staff reserve the right to determine whether rehabilitation will be performed at WSU. Risk, medical, and financial criteria will be evaluated in this decision.

2. Referrals to health care providers, other than WSU physicians, will be made by the coordinator of athletic medicine when the service is not available or when deemed necessary by the athletic training staff in consultation with the coordinator of athletic medicine. Regular insurance/payment policies will apply. The student-athlete will not be allowed to return to participation until the attending physician has released him/her to do so.

3. If a student-athlete is athletically injured during the season and requires surgery, the bills will be sent to the student-athlete's parents' insurance first. Any expenses not covered by the parents' insurance will be covered by the athletic department insurance policies.

4. The Athletic Department insurance policies will cover the expenses for sport related, non-surgical injuries occurring during the season after primary insurance has been billed.

5. Any expenses incurred due to illness will be the responsibility of the student-athlete except for illnesses that can be directly related to athletic participation in season at the discretion of the certified athletic trainer/coordinator of athletic medicine.

6. The department will not be responsible for dental, optical, or medical treatment unless such service is necessary because of an injury incurred during practice or competition during the season.
7. The department may purchase contact lenses or glasses, with approval of the athletic trainer, provided they are needed for competition and athlete is in season. The department will replace glasses or contact lenses if lost or broken during the season.

8. When orthotic devices are deemed necessary by certified athletic trainer or physicians, one pair will be constructed for utilization in all sport shoes. Additional pairs will be the responsibility of the student-athlete, unless the certified athletic trainer or physicians determine a second pair is necessary. This will be decided on a case-by-case basis.

9. The department will be responsible for payment of medical bills arising from an athletically related injury or illness for student-athletes while athletes are competing at WSU. In addition, care will be provided for a period of one year following the injury or completion of eligibility, whichever comes first.

---

WSU Athletic Medicine Exit Medical Examination Form

12.11d SUBJECT: MEDICAL SERVICES - MEDICATIONS IN THE ATHLETIC TRAINING ROOM
(revised 12/02)

PRESCRIPTION MEDICATIONS

Administration of Medications

1. Prescription medications are kept locked and secured in the main athletic training room acting as a satellite facility of Washington State University Health and Wellness Pharmacy.
   a. These medications will be locked in the cabinet in the doctor’s office in the training room. Only staff ATCs and WSU tea physicians will have the key to the cabinet. These medications will be administered by WSU physicians only.
   
   b. The above medications will also be taken to away football games as well as home basketball games by the assigned staff ATC, for the doctor’s use.
   
   c. A log will be kept of used medications and a weekly inventory will be done.
   
   d. WSU physicians will be responsible for writing any prescriptions for the training room. WSU physicians may also write prescriptions for visiting athletes as the need arises.
2. Local injectable anesthetics (i.e. marcaine, lidocaine) and some local steroidals (i.e. celestone, kenelog) for suturing, will be kept locked in the cabinet.

3. Physician prescription pads from their practice will be kept locked in the cabinet for physicians use only.

OVER-THE-COUNTER MEDICATIONS (OTCs)

Administration of Medications by Staff Athletic Trainers

1. Staff athletic trainers (ATCs) will be able to administer single unit doses of OTCs to student-athletes, as needed, on the field, on the road, and/or in the athletic training room.

2. ATCs are responsible for documenting OTC administration in the OTC logbook.

3. ATCs will monitor use and watch for signs of problems or extended use. Will refer to team physician if a problem is suspected.

Administration of Medications by Athletic Training Students

1. ATS will not administer any OTCs on the field or in the training room.

2. OTCs will be kept in the athletic training kits of ATCs or independently traveling ATSs.

3. ATS traveling with an ATC will be allowed to administer OTCs with consultation of the ATC.

4. ATS traveling independently will be responsible for administration of OTCs as indicated by the guidelines.
   a. The supervising ATC will monitor the amount and type of OTCs packed;

   b. The supervising ATC and ATS will log OTCs upon return;

   c. ATSs who will travel with a team must complete the OTC competency prior to travel;

   d. ATSs will travel with the physician approved medication guideline reference;

   e. ATSs will not administer more than one dose of OTC medication at any given time;

   f. ATSs are able to consult with host ATCs or staff ATCs by phone if there are questions or concerns while on the road.
12.12 SUBJECT: NUTRITION – COUNSELING  
(revised 12/02)

The WSU athletic department physical development personnel will be able to provide **individual diet analysis**, a recommended course of action and referral of student-athletes to other resources. The **Sports Nutritionist/Registered Dietitian**, can provide **individual counseling/referral** in dealing with eating problems. The **Eating Disorders Education Prevention Program (EDEPP)** was designed specifically to address the needs of student-athletes experiencing difficulty with their eating. For information about the program, or to obtain a copy of the EDEPP manual, contact the registered dietitian. The purpose of these services is to:

The purposes of these services are to:
- Improve nutrition status for better athletic and academic performance.
- Maintain, gain or lose weight through healthy food choices.
- Establish appropriate eating patterns if dealing with anorexia, bulimia or other disordered eating patterns.

12.12a SUBJECT: NUTRITION - REFERRAL POLICY 
(revised 12/02)

Nutrition can have a significant impact on an athlete’s performance. The purpose of the nutrition referral policy is to offer nutrition services to those student-athletes who may find their performance or health is influenced by their nutrition. The following procedures may be used as a guideline for a nutrition referral.

- Student athletes concerned or interested about their nutritional status may initially opt to have their supervising athletic trainer, strength and conditioning coach, and the team coach assess their progress.

- If either the student-athlete, athletic trainer, strength and conditioning coach or team coach is interested in a referral to a registered dietitian, student-athletes may then proceed to call, e-mail or sign up for an appointment with the registered dietitian.

- All referrals will be required to complete a nutrition analysis, which may include a body composition analysis. Student-athlete’s confidentiality will be maintained.

- Referred student-athletes may be required to visit a team physician prior to consultation with the registered dietitian. That office visit can be scheduled at WSU Health and Wellness Services or with the team physician in the training room.

- After the student-athlete has met with the registered dietitian, the dietitian will complete the applicable section of the referral form and copy it to the athletic trainer and team physician.

- Upon completion of the referral process, student-athletes will continue to be monitored by the registered dietitian, athletic trainer, physical development staff, and team coaching staff.

- Student-athletes who may require extensive nutrition services may be directed towards the team physicians or student health services.

_Nutrition Specialist Referral_
PURPOSE

- Make it clear to student-athletes and staff that the Washington State University Department of Athletics views eating disorders as a serious health concern.

- To facilitate cooperation among student-athletes, coaches, and staff in identifying and providing education, support, and treatment for student-athletes.

An eating disorder can jeopardize the physical and psychological well being of a student-athlete, as well as their athletic performance. It is important, therefore, that student-athletes, coaches, and staff be knowledgeable about eating disorders and the resources available at Washington State University.

Criteria for participation of a student-athlete in intercollegiate sports are based on overall physical health, not on the absence of an eating disorder. Eating disorders are treated like any other injury or health condition that may jeopardize an athlete’s health. Approval to train and compete is determined by the physician in coordination with the certified athletic trainer working with that sport.

Resources are available through the Student Health Services, WSU Counseling Services, and Athletic Medical Services, to help the student-athlete, coach or staff who becomes aware, or suspects, that a student-athlete may have an eating disorder. The treatment team which consists of the athletic trainer, physician, and registered dietitian will be involved in the evaluation and treatment. The treatment team will routinely ask and encourage the athlete to permit the coach to be aware of and involved in their care. Due to the serious health consequences of an eating disorder, all student-athletes are required to sign a statement acknowledging the review of the Eating Disorder Policy and agree to comply with it.

Tier 1: Identification of an Eating Disorder

- WEIGHT LOSS CAN BE BENEFICIAL FOR AN ATHLETE ONLY IF THE WEIGHT GOAL AND RATE OF WEIGHT LOSS ARE REALISTIC AND THE DIET IS BALANCED. FOR SOME ATHLETES, LOSING WEIGHT CAN BECOME AN OBSESSION. THIS OBSESSION CAN LEAD TO AN EATING DISORDER DECREASING THE ATHLETE’S PERFORMANCE AND PUTTING THEM AT A SEVERE HEALTH RISK.

- THE GOAL IS PREVENTION AND EARLY IDENTIFICATION OF EATING DISORDERS IN THE STUDENT-ATHLETE POPULATION.

- THE ATHLETIC DEPARTMENT PLAYS AN ACTIVE ROLE IN RECOGNIZING ATTITUDES AND CHARACTERISTICS OF STUDENT-ATHLETES WITH POSSIBLE EATING DISORDERS (SEE WARNING SIGNS FOR EATING DISORDERS).

EATING DISORDERS DEFINED
APA, Diagnostic and Statistical Manual of Mental Disorders
• **Anorexia Nervosa.** *Anorexia Nervosa is self-imposed starvation in an obsessive effort to lose weight and become thin regardless of current body weight.*

• **Bulimia Nervosa.** *Bulimia is recurring binge eating usually followed by purging.*

• **Eating Disorders Not Otherwise Specified (EDNOS) or Sub-clinical Eating Disorders (SCED).** *This category is for disorders of eating that do not meet the criteria for any specific eating disorder. SCEDs are noticeable weight-control and body image problems resembling those of clinical eating disorder patients.*

**WARNING SIGNS FOR EATING DISORDERS**

1. **Warning Signs for Anorexia Nervosa**
   - Drastic loss in weight and intense fear of gaining weight
   - A preoccupation with food, calories and weight
   - Unusual eating habits or avoidance of certain foods
   - Deny themselves food or feels guilty after eating
   - Feeling cold or has lanugo hair (fine thin hair that grows on the body)
   - Disturbed body image, or wearing baggy or layered clothing
   - Relentless, excessive exercise (regardless of injuries)
   - Mood swings and avoidance of food-related social activities
   - Amenorrhea (loss of menstrual cycle for 3 consecutive months)
   - Use of weight loss substances (laxatives, diuretics etc.)

2. **Warning Signs for Bulimia Nervosa**
   - A noticeable weight gain or loss
   - Noticeable purging behaviors (vomiting, laxative use, excessive exercise)
   - Excessive concern about weight, “feels fat” or increase criticism of one’s body
   - Bathroom visits after meals or bloodshot eyes upon returning from the bathroom
   - Depressive moods, eating when upset, or strict dieting followed by eating binges
   - Dental problems (bad breath)
   - Secretive eating, sneaking food
   - Frequent sore throat or visible puffiness or bloating
   - Use of weight loss drugs (laxative, diuretics etc.)

3. **Warning Signs for Eating Disorders Not Otherwise Specified**
   - Attempts to reduce body weight in their sport using one or a combination of: severe restriction of energy intake, severe limitation in food choices, excessive exercise, use of weight control methods.
   - Food intake governed by strict dietary rules and/or dietary boundaries (e.g. restriction of calories, avoidance of “bad” foods or specific food groups, extreme guilt upon eating foods)
   - Menstrual dysfunction

**TIER II: PROCESS FOR INTERVENTION AND TREATMENT**

**Step 1: Notification**
The athletic department (coaches, athletic trainers, strength coaches, faculty/staff, student-athletes) has the responsibility to be aware of the warning signs of an eating disorder. Their responsibility is to notify an athletic trainer, physician or registered dietitian. Their responsibilities do not include confrontation with the student-athlete or the responsibility to act in the treatment of the student-athlete. If the physician is consulted first, the student-athlete moves to Tier III.
STEP II: ASSESSMENT
ONCE THE STUDENT-ATHLETE HAS BEEN DIRECTED TOWARDS A PSYCHOLOGIST OR REGISTERED DIETITIAN THEY WILL UNDERGO ASSESSMENT THAT WILL DETERMINE THE NEED FOR THE STUDENT-ATHLETE TO SEE A PHYSICIAN. THE PHYSICIAN DETERMINES THE NEED TO ACTIVATE THE TREATMENT TEAM. IF THE STUDENT-ATHLETE DOES NOT REQUIRE A MEETING WITH A PHYSICIAN THEY WILL RECEIVE FURTHER EDUCATION FROM THE PSYCHOLOGIST AND/OR REGISTERED DIETITIAN.

Confidentiality of the student-athlete will be maintained if the student-athlete receives further education without a visit to a physician. This confidentiality includes discussing the student-athlete’s nutrition concern with their coach. Student-athletes required to meet with a physician will continue to have confidentiality but their coach must be informed of the health concern. In addition, the health care team will be able to share information concerning the health and treatment of the athlete.

STEP III: SET UP MEETING WITH PHYSICIAN
THE ATHLETIC TRAINER IS RESPONSIBLE FOR FACILITATING AN APPOINTMENT WITH THE PHYSICIAN. THE STUDENT-ATHLETE WILL BE REQUIRED TO PRESENT A REFERRAL SLIP, SIGNED BY THE ATHLETIC TRAINER, TO THE PHYSICIAN. THE SLIP WILL THEN BE SIGNED BY THE PHYSICIAN AND RETURNED TO THE ATHLETIC TRAINER. THE SLIP WILL ALSO BE USED TO SIGN OFF PROFESSIONAL CONSULTATIONS AS PRESCRIBED BY THE PHYSICIAN.

TIER III: MEETING WITH THE PHYSICIAN

The physician determines the diagnosis of an eating disorder through set diagnostic criteria. At this stage, the physician has full responsibility to determine the treatment steps necessary for the student athlete and whether the student athlete will be able to continue their sport.

Multidisciplinary Team

1. THE PHYSICIAN
   • THE PHYSICIAN IS RESPONSIBLE FOR THE MEDICAL MANAGEMENT OF THE STUDENT ATHLETE.

2. THE ATHLETIC TRAINER
   • OVERSEES THE COMMUNICATION OF PHYSICIAN, PSYCHOLOGIST, DIETITIAN AND COACHES.
   • MAINTAINS COMMUNICATION BETWEEN THE COACH AND STRENGTH COACHES ON THE STATUS TO TRAIN.

3. THE PSYCHOLOGIST/PSYCHIATRIST
   • OVERSEES THE PSYCHOLOGICAL ASPECTS OF TREATMENT.

4. THE NUTRITION THERAPIST/DIETITIAN
   • FOCUSES ON TEACHING THE ATHLETE WAYS TO CHANGE FOOD AND WEIGHT RELATED BEHAVIORS.

5. THE COACH
   • WORKS WITH THE TREATMENT TEAM TO ACCOMPLISH GOALS OF TREATMENT PLAN
• IS INVOLVED IN MOTIVATING THE ATHLETE THROUGH TREATMENT AND SUPPORTING THEIR RECOVERY.

12.12c SUBJECT: NUTRITION - POLICY FOR WEIGHT LOSS OR WEIGHT GAIN
(revised 12/02)

PURPOSE

• Optimum body composition is typically associated with athletic success. **Weight** and **body composition** are not interchangeable. Weight is a part of body composition but can be a misleading value, which is often overemphasized. Weight should not be seen as the sole determinant to performance. Body composition on the other hand is a more influential factor on athletic performance.

• If there is a concern that weight may be influencing a student-athletes’ performance, appropriate weight goals need to be established to ensure health and performance are maintained throughout the weight change.

• When the weight goal is unrealistically high, athletes are likely to attempt any weight-loss or weight gain method to achieve success, regardless of the health consequences. It has been proposed that energy availability (amount of energy intake unused after energy for activity has been provided) determines the health of the body, and that curtailing energy intake to attain some body weight or fat standard may result in insufficient energy being available to maintain all vital functions.

WEIGHT CHANGE
It is often the case that an athlete will want to increase or decrease body weight to meet the demands of a sport. In either case, weight change should be accomplished **slowly during the off-season**, or at the **beginning** of the season, before competition begins.

• During times of high-intensity training, adequate fuel must be consumed to maintain body weight, maximize training effects, and maintain health.

• Low energy intake can result in loss of muscle mass, menstrual dysfunction, loss or failure to gain bone density, and increased risk of fatigue, injury and illness.

• Body weight and composition can affect exercise performance but should not be used as the sole criterion for performance; daily weigh-ins are discouraged.

• Optimal body fat levels vary depending upon the sex, age, and heredity of the athlete, as well as the sport itself.

• Fat intake should not be restricted in attempts to lose weight and excess fat is not recommended in attempts to gain weight. Protein and carbohydrate intakes must remain adequate.

• The athletes at greatest risk of micronutrient deficiencies are those who restrict energy intake or use severe weight-loss practices, eliminate one or more food groups from their diet, or consume high-calorie diets with low micronutrient density.

SETTING AND MONITORING GOALS

• Set realistic weight and body composition goals.

• Encourage less focus on the scale and more on making good food choices and managing body composition.

• Monitor progress by measuring changes in exercise performance and energy level, the prevention of injuries, normal menstrual function, and general overall well being.

• Develop lifestyle changes that maintain a healthful weight for them selves.

WEIGHT GAIN
To gain weight an athlete must be in a state of positive energy balance. Weight gain can be accomplished by the incorporation of additional energy into the diet (400-500 kilocalories per day) with increased strength training to promote the desired tissue.

How quickly weight gain occurs will depend on the athlete’s genetic makeup, degree of positive energy balance, number of rest and recovery days per week and the type of exercise training program.

The limiting factor for muscle protein is total energy intake, not protein intake.

Steps for Appropriate Weight Gain
1. Identify what constitutes a realistic, healthful body weight based on athlete’s genetics, physiology, social environment, sport, and psychological factors. A healthy weight:
   - Is realistically maintained
   - Allows for positive advances in exercise performance
   - Minimizes the risk for injury or illness
   - Reduces the risk factors for chronic disease
   - Is within appropriate body fat percent range for sex and sport.

2. Assess weight history:
   - Maximum weight
   - Minimum weight
   - How long weight was sustained

3. Determine whether student-athlete is in season, out of season or a year-round athlete:
   - Out of season – 1-2 pounds gained per week
   - In season – Weight maintenance, preventing additional weight loss
   - Year-round – ½ pound gained per week

4. If weight gain necessary:
   - Out of season – Addition of 250-500 kcal per day
   - In season – Maintain caloric intake with the possible addition of 250-500 kcal per day
   - Year round – Addition of 250-500 kcal per day

Rapid weight loss does not mean weight can be rapidly put back on.

WEIGHT LOSS
- Weight loss is somewhat more problematic, as diminished energy intake can compromise nutrient intake and exercise performance while decreasing both body fat and muscle mass.
- Energy restriction may impair performance due to factors including: a reduction in energy stores, impairment of immune function, change in mood, changes in enzyme activity, and a structural change of muscle.

Steps for Appropriate Weight Loss
1. Identify what constitutes a realistic, healthful body weight based on athlete’s genetics, physiology, social environment, sport, and psychological factors. A healthful weight:
   - Is realistically maintained
   - Allows for positive advances in exercise performance
   - Minimizes the risk of injury or illness
   - Reduces the risk factors for chronic disease
   - Is within appropriate body fat percent range for sex and sport

2. Assess weight history:
   - Maximum weight
   - Minimum weight
• How long weight was sustained

3. Determine whether student-athlete is in season, out of season or a year round athlete
   • Out of season – ½ - 2 pounds lost per week
   • In season – Weight maintenance, prevent additional weight gain
   • Year round – ½ pound lost maximum per week

4. If weight loss is necessary
   • Out of season – decrease calories by 250-500 kcal per day
   • In season, -- maintain caloric intake
   • Year round – decrease calories by 250 kcal per day

Rapid weight gained does not mean weight can be rapidly lost. Chronic dieting may result in
athletes who strive to meet weight-loss goals and to maintain lower-than-healthy body weights.
This can lead to disordered eating and in severe cases clinical eating disorders.

12.12d SUBJECT: NUTRITION - COUGAR FITNESS BUFFET
(revised 12/02)

Over the years there has been a considerable amount of concern about the nutritional habits of
student-athletes. Many students have poor nutritional habits from childhood and bring those with
them when they attend college. As a result, they often make poor choices. We have made
tremendous gains in our knowledge of strength training and conditioning, injury
prevention and rehabilitation, and the technical aspects of all our sports. The education of
student-athletes in these areas has increased in intensity and sophistication. However,
nutritional education and counseling, the importance of high carbohydrate, low fat diets,
and the ability of the student-athlete to prioritize nutrition in their daily regimen have not
been adequately addressed. Student-athletes are under significant physical, mental, and
emotional pressure. They require more calories to maintain adequate strength and enhance
performance athletically and academically than the average student. This program will address
many of the needs for student-athletes and other active students at WSU.

REGULATIONS AND ADMINISTRATION

1. Student-athletes must have a WSU student identification card. Cards may be used only one
time at each meal.

2. This meal plan will include five or ten meals/week, Sunday evening through Friday noon.

3. This is an all you can eat plan.

4. Extended dining hours are: Lunch - 11:15 to 1:30 p.m.; Dinner - 5:00 to 7:30 p.m. (Monday
through Thursday) and 5:00 to 7:00 p.m. (Sundays).

5. All student-athletes receiving a full athletic scholarship will receive the five or ten meal
plan as part of their scholarship.

6. On-campus student-athletes will be enrolled in a supplemental plan to cover meals not
included in the fitness buffet.

7. Off-campus student-athletes will have a stipend included in their scholarship checks for
meals not included in the fitness buffet.
8. Student-athletes receiving a partial athletic scholarship may be in the fitness buffet program at the discretion of the coach if board is included as part of their scholarship.

9. Student-athletes with partial or no board scholarships can buy into the plan on their own as can other university students. Contact dining services for cost and details.

10. Student-athletes who have completed eligibility will be allowed to withdraw from this program after the end of their season.

11. Food leaving the dining center will be restricted.

Official Visit

Responsibility

Coach

1. Make arrangements ahead of time. Athletic staff are not allowed to authorize meals in the dining halls. Contact Paul Jezek in dining services for meal card(s) for the prospect(s) at 335-8625.

2. Request the number of passes you need, they can be sent campus mail. Separate cards for each meal and each person, (parents, multiple recruits) are to be used. You are welcome to order a whole recruiting season’s worth, as you are not billed unless they are actually used.

3. Sign own name on the card taking responsibility for the cost of the meals.

4. Complete card with the sport and the prospect's name and give to prospect.

Prospect

1. Give the card to cashier at the dining hall.

Unofficial Visit

RESPONSIBILITY

Coach

1. Make sure your recruit has exact cash.

2. Remember Regents dining services does not have cash on hand to make change.

Recruit

1. Pay with exact cash or with a check, ($5.25 lunch, and $6.25 dinner).

2. Give this money to the strength staff on duty at the CFB. This policy is not available on the Regents side of the dining hall.

Guest of a Student-Athlete
RESPONSIBILITY

Student-Athlete

1. On a one-time basis, refer to unofficial recruit visit.

2. For a long-term basis (one week or more), student-athlete/guest must advance-pay for all meals they plan on eating. Make arrangements in the CFB.

3. Note that there will be no refunds for meals paid for, so student-athlete and guest should be accurate about the number of meals they are paying for.

4. Show guest meal card at the door.

Regents Dining Center

1. Make a guest meal card for the visitor so that it is not necessary for money to change hands more than once.

Staff Meals

The staff meal cards are for the purpose of monitoring student-athletes and for the benefit of the Cougar Fitness Buffet dining program.

We are allotted eight meals per day, which can be used at lunch or dinner. This is an occasional lunch or dinner in the CFB for each of our staff members. "Occasional" is defined as not more than once a week use by eligible department staff.

Staff eligible for meals in the CFB are as follows:

- Head coaches
- Assistant coaches
- Restricted earnings coaches
- Full time support staff

Staff not eligible for meals in the CFB are as follows:

- Graduate assistants
- Undergraduate assistants

Director of dining services has deemed it inappropriate use of the staff meal card for any person outside the department. An exception might be an occasional media representative accompanying a head coach. Contact Craig Howard for clearance (335-1872).

Special Events and Groups

Dining services is happy to assist the athletic department in hosting visitors. However, prior arrangement must be made via the varsity weight room. For large groups (20+), a week's notice (7 days) is ideal. For smaller groups, or multiple special visitors, a one-day notice is needed.

Those coaches who often have unexpected lunch or dinner visitors should consider opening an off-campus account, which allows you to pay for an accompanying a guest.
BENEFITS OF THE PROGRAM

1. Food choices focus on a wide variety of high carbohydrate and low fat foods.

2. On going nutritional counseling will be available through NIC (Nutritional Information Center) with hookup through the weight room and at Regents dining hall.
   a. On the spot diet analysis and counseling is available.
   b. Easy follow-up education and counseling is provided through the same computer program in the weight room.
   c. Direct and instant feedback on nutritional content of foods and meals will be available.

3. Student-athletes will have the opportunity to provide input on meal quality, "taste" quality, and menu planning through student-athlete advisory committee. Physical development personnel, with assistance from coaches and support staff, will also provide input on menu planning.

4. Better follow-up and monitoring of student-athletes with special nutritional needs/concerns (gain, maintain, lose weight or disordered eating, etc.) will be available.

12.12e SUBJECT: NUTRITION - SUPPLEMENT DISPERSAL POLICY
(revised 12/02)

Nutrition Supplements

Nutrition supplements can offer extra fluids, carbohydrates, protein, vitamins and minerals to the diet of an athlete. In conjunction with food, nutrition supplements can help athletes meet nutrient needs. Athletes should not rely solely on nutrition supplements to provide adequate nutrients. Food should be the primary source of nutrients.

Athletes can get sufficient amounts of nutrients from eating a variety of foods, the Cougar Fitness Buffet (CFB) offers this variety. Nutritional supplementation is ineffective if athletes do not stay on a regimen of eating nutrient dense foods. Student-athletes may also abuse nutritional supplements as a means to enhance performance. This abuse goes on despite mixed empirical research data, expense, potential positive drug tests resulting in loss of eligibility, and potential harmful side effects.

The use of nutritional supplements can be problematic. Many supplements are assumed safe and NCAA compliant. However, many supplements or the quantities of the supplements are not verified for safe use, NCAA compliant, nor do the supplements show a positive effect on performance. All supplements are not subject to United States Food and Drug Administration guidelines. Therefore, the contents in some supplements may not be accurately listed on the label and could lead to health problems and positive drug tests. Because of these potential problems:

   Nutrition supplements or ergogenic aids not approved by the Washington State University Athletic Department Medical Services Group are strongly discouraged. The Washington State University Athletic Department, or any of its employees, will not purchase, distribute, or assist with the acquisition of any unapproved supplements for its student-athletes.

Supplement approval will be based on the following criteria:
1. Empirical research as to efficacy and safety of the substance;
2. Documented deficiency of the substance through nutritional assessment;
3. Whether the potential benefits outweigh any risks;
4. Production in US government inspected lab/facility;
5. Accurate product labeling in accordance with FDA regulations;
6. Compliance with NCAA and IOC rules and regulations;
7. Consistent with Code of Ethics of Group members, i.e. AMA, NSCA, NATA, ADA
8. Any other factors deemed relevant.

**Supplement approval is granted through:**
1. Review and sign-off of nutrition supplement by:
   a. Physician
   b. Head Athletic Trainer
   c. Head Strength Coach
   d. Qualified nutrition expert
   e. Senior Associate Athletic Director
2. The qualified nutrition expert(s) will oversee use of supplements requested by athletes, coaches, or staff.

**Supplement Distribution**
The strength and conditioning staff will be responsible for distributing supplements and maintaining accurate records.

**RESPONSIBILITY**

**Dispersal Designee**

1. Update supplement dispersal sheet as necessary maintaining accurate student records.
2. Maintain an accurate individual **personnel file sheet** on each athlete that is to receive nutritional supplements.
3. Receive authorization of director of physical development (signature) for each supplement order prior to it being called in.
4. Maintain the section in supplement manual of copies of all orders for the year.
5. Maintain records of semester and yearly totals by team on supplement usage.
6. Institute a **two week dead period** at the end of spring semester, prior to summer session, then continuing all summer. During this dead period **no** supplements will be distributed to **any** student athletes (Gatorade taken after workout only). Contingent on current NCAA rules.

**Distribution**

- The Gatorade fountain is available for **after** workouts for all athletes.
- Other supplements (boost, cliff bars, reload) are available for after strength training workouts and will be provided by a member of the strength staff.
- Athletes needing to gain weight will be offered additional supplements as supervised by the strength and conditioning staff.
• Many supplements that are advertised in magazines, television and the Internet are illegal and banned by the NCAA. It is your responsibility to make sure that what you are taking is legal.

• See your Strength and Conditioning Coach if you have any questions regarding supplements. NCAA Rules regarding illegal and banned substances are posted on the bulletin board in the Varsity Weight Room. (To find the list of banned drugs, go to www.ncaa.org/ then click on Education/Outreach, Drug Testing Program, Banned Drugs)

• Weight gain supplementation will be provided on an individual basis, evaluated by both the Strength Staff and the sport coach.

Nutrition Supplement Review Form
Nutritional Supplement Approval Form

12.13 SUBJECT: PARKING FOR EVENTS AWAY FROM HOME
(revised 12/02)

From 7:00 a.m. to 5:00 p.m. all cars must have a valid permit to park in university lots. Permits may be purchased at the Parking Services Office in the Safety Building.

PRACTICES

1. On Campus Students
   a. A Gray 1 or Gray 2 permit allowing you to park in your priority resident lot may be purchased. If you do not qualify to park in a priority resident lot, you may purchase a Blue permit.

2. Off Campus Students
   a. A parking permit may be purchased for the following zoned lots: Green, Yellow, Red and Blue. There is also a per day, week or month rate available.

   b. The Coliseum Lot (124 - Yellow 1) is closest to the gym complex for off campus students.

STUDENT-ATHLETES MUST HAVE A VALID PARKING PERMIT TO PARK ON CAMPUS TO ATTEND PRACTICES.

OVERNIGHT TRIPS FOR COMPETITION

1. Student-athletes traveling away from home to compete in an athletic event will be allowed to park with any valid Zone Parking Permit in their appropriate zone. OR
   Student-athletes traveling away from home to compete in an athletic event will be allowed to park in Lot 124, south of Beasley Coliseum (Yellow), with a valid placard.

2. Placards must be displayed. Failure to display appropriate placard will result in a violation.

3. Vehicles displaying placard other than the specified dates will result in a violation.
4. Vehicles must be parked in a legal parking space.

5. Before 5:00 p.m. you must have the correct permit to be in a designated parking area except for overnight trips as previously noted.

6. After 5:00 p.m. and before 7:00 a.m. most staff lots are open and don't require a permit except the lot between Martin Stadium and the track/field house.

7. Permit parking in student resident lots (Gray Zones) and metered spaces is enforced 24 hours a day.

8. Cars will be ticketed if parking rules are violated. Any violations issued will be the responsibility of the vehicle owner. If a ticket is received, you must contact WSU Parking Services.

9. Student-athletes who are on the wheel lock list (three or more unpaid parking tickets) are disqualified from the parking privileges extended above, and are liable for the full amount of fines levied against their vehicles(s).

RESPONSIBILITY

Coach/Principal Assistant

1. Submit to parking services an event schedule with inclusive travel dates and the names and license numbers of the traveling athletes prior to the start of the season.

2. Receive placard from parking services.

3. Prepare a colored placard for each student-athlete to pick up before each departure date.

Parking Services

1. Send blank placards to department for use by principal assistants.

2. Receive student-athlete list, vehicle license numbers, and inclusive dates of travel for away competition.

3. Do not ticket cars with valid placards displayed.

Student-Athlete

1. Provide coach/principal assistant with vehicle license number.

2. Pick up placard from coach/principal assistant prior to departure.

3. Display placard on dash board.

4. Park in a legal parking space.

5. Abide by Parking Services Regulations.
12.14 SUBJECT: TRAVEL STATUS  
(revised 4/06)

12.14a SUBJECT: RELEASE FROM TRAVEL STATUS  
(revised 4/06)

Release from Travel Status Form

12.14b SUBJECT: ALTERNATIVE TRANSPORTATION  
(revised 4/06)

Alternative Transportation Form

12.15 SUBJECT: PRACTICE GEAR AND UNIFORM CHECK OUT AND RETURN  
(revised 12/02)

RESPONSIBILITY

Equipment Room Staff

1. Issue equipment and clothing to each student-athlete necessary to compete for his or her respective sport, and provide a receipt for that transaction.

2. Provide a list of equipment and clothing that must be returned at the end of a sport’s competition period or at the end of each semester (depending on the sport) or at the end of the school year (spring semester). Receive equipment and clothing from each student-athlete from his or her respective sport, and provide a receipt for that transaction.

3. Provide a copy of the athletic equipment room policies to each student-athlete and head coach to make sure that they understand every policy and provide answers to any questions they may have about the athletic equipment room policies.

4. Assign each student-athlete a locker for equipment storage.

5. Issue competitive uniforms to student-athletes.

6. Receive soiled game uniforms from student-athletes through the equipment room window. Note any lost or damaged items.

7. Check daily for those student-athletes who are eligible/ineligible for practice/competition from list provided by compliance office.

Team Manager

1. Provide assistance to full time equipment manager in daily operations of his or her sport. Assist coaches in practice and competitions. Enforce the policies of the athletic equipment room.

2. Get his or her sport ready for team travel. Provide a list of equipment and clothing packed for student-athletes and coaches.
for every road competition. Check in equipment and clothing from student-athletes and coaches upon returning from road competition, report any unreturned equipment and clothing to full time equipment manager.

3. Provide assistance to full time equipment manager and coaches for home competitions. Issue and receive competitive uniforms and report any unreturned uniforms to full time equipment manager.

**Student-Athlete**

1. Know and understand the policies of the athletic equipment room. Ask a full time equipment manager any questions you have about the policies of the athletic equipment room.

2. Obtain a receipt for any transaction at the athletic equipment room.

3. Be responsible for the equipment and clothing issued to you by the athletic equipment room. Keep your equipment and clothing locked in your locker at all times.

4. Pick up clean laundry prior to practice (after 9:30 a.m.). After practice, return dirty laundry for cleaning.
   a. Dirty laundry must be turned in by 7:00 p.m. in order to have clean laundry for the next day.
   b. Only WSU clothing will be laundered.

5. Prior to departure for away games, pick up equipment and clothing from the window of the equipment room at time designated by equipment room staff.

6. Upon returning to campus, return equipment and clothing to the window of the athletic equipment room. This is to be done as soon as possible.

7. Turn all equipment and clothing back to athletic equipment room at the end of season, end of semester, or termination from team.

**12.16 SUBJECT: PHYSICAL DEVELOPMENT SERVICES – MISSION STATEMENT**

(revised 12/02)

1. To physically and mentally develop the best possible athlete, for each sport, while reducing injury risk.
2. To develop their best possible character and behavior as people.
3. To have a training program, staff and facility that the entire university can take great pride in.

We intend to fulfill our mission statement by:

- Providing every opportunity for student-athletes to improve their strength, speed, power and flexibility, through program design, nutritional education, supplementation, and coaching.
• Creating “Cougar Pride” within the Strength and Conditioning Complex by requiring issued Cougar gear/colors be worn by all athletes and staff.

• Assuring that each strength and conditioning coach, staff member, intern, and volunteers maintain a pleasant, positive, enthusiastic, but demanding, professional attitude.

• Maintaining and operating our Strength and Conditioning Complex in an organized, safe and efficient manner. Workouts will be run like a sport practice.

• Assuring that our emergency procedures are safe, efficient, and expedient. All staff will be certified in CPR and AED operations.

• Maintaining weekly communication with the Athletic Medicine staff with regard to the student athlete's injuries and rehabilitation.

• Providing equal facility accessibility to all student athletes. Everyone gets attention.

• Insuring that interns/volunteers in the Strength and Conditioning Complex are properly trained and knowledgeable regarding basic training and technical aspects of strength training.

• Insuring that each student-athlete has the best possible opportunity to participate in intercollegiate athletics in a physically healthy environment.

• Enforcing discipline and accountability relevant to punctuality, dress, work ethic, and personal conduct.

• Constantly working to build and maintain relationships with student-athletes, coaches, and staff.

Responsibility

Director of Physical Development

1. Meet with all coaches to discuss:
   a. Schedules for the weight room.
   b. Testing of student-athletes.
   c. Development of student-athletes' strength and conditioning programs.
   d. Policies and procedures for the weight room.
   e. Nutritional/diet analysis.

2. Meet with each team to discuss:
   a. Safety in the weight room.
   b. Proper attire.
   c. Care of the weights.
   d. Proper techniques of the strength and conditioning program.
   e. Nutrition.

3. Establish weight room schedule each semester.

4. Instruct each student-athlete in completing a three-day diet analysis.
a. Confer on an individual basis with student-athletes regarding their diet analysis at least once per semester.

**Coach**

1. Meet with their sport strength coach to discuss:
   a. Schedules for the weight room.
   b. Testing of student-athletes.
   c. Development of student-athletes' strength and conditioning programs.
   d. Team philosophy regarding discipline and accountability.
   e. Review weight room policies.

**Student-Athlete**

1. Meet with their strength and conditioning coach to discuss:
   a. Safety in the weight room.
   b. Proper attire.
   c. Care of the weight room equipment.
   d. Proper techniques of the strength and conditioning program.
   e. Policies and procedures for use of the weight room.
   f. Nutrition/Supplement Policy

2. Follow the training regimen established for you/your team.

---

**12.16a SUBJECT: WEIGHT ROOM - HOURS**

(revised 12/02)

<table>
<thead>
<tr>
<th>Time</th>
<th>Varsity student-athletes</th>
<th>Authorized former varsity athletes, athletic department staff, and other authorized individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>6:00 a.m. - 6:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

- All teams are assigned workout times to best accommodate all student-athletes. In the event of a conflict, **IN SEASON** teams will have priority.
- Any use of the varsity weight room beyond the regular schedule will be coordinated by the individual strength coach for each sport.
- Priority use of the varsity weight room and/or equipment usage **must be** given to the varsity student athlete at all times.
- During vacation periods and summer months, the weigh room will post reduced hours.
**12.16b SUBJECT: WEIGHT ROOM - LOSS OF PRIVILEGES**  
*(revised 12/02)*

The following will result in loss of privileges in the weight room:

1. Willful violation of weight room rules and regulations.
2. Failure to qualify as a continuing member of an athletic team.
3. Suspension/dismissal from an athletic team. Note: Use of the varsity weight room will be denied until the student-athlete is reinstated as a continuing member of an athletic team or is approved by the coach and athletic department administration to continue his/her workouts.
4. Withdrawal as a member of an athletic team.

**12.16c SUBJECT: WEIGHT ROOM - AUTHORIZED USERS**  
*(revised 12/02)*

1. Current members of recognized men's and women's varsity athletic teams representing the athletic department at Washington State University.
2. Athletic department coaches/staff (spouses and children).
   a. Children currently enrolled in the eighth grade or below must be accompanied by a parent.
3. Former varsity athletes whose eligibility has expired. Note: Must be currently enrolled as a full-time student and in good academic standing.
4. Any exceptions to the above policy will be restricted and must be approved by the athletic administration.

**12.16d SUBJECT: WEIGHT ROOM - RULES**  
*(revised 12/02)*

1. Only authorized users have access to the Varsity Weight Room.
2. Eligible student-athletes have priority use of the weight room.
3. Access to varsity weight room office(s) by student-athletes without permission is prohibited.
4. Phone usage in the varsity weight room by student-athletes is prohibited. Public phones are available in the gallery.
5. Proper training attire must be worn at all times; specifically, only Cougar equipment room issued apparel. Tank tops are not permissible. No baseball style hats or sandals.
6. Collars must be utilized at all times in performing free weight exercises.
7. Weights must not be dropped (exceptions given when utilizing platform lifts).
8. Weights must be returned to their proper rack when lifting is completed.
9. Issued equipment (weight training belts, jump ropes, medicine balls, etc.) must be returned to varsity weight room staff.

10. All users, other than eligible varsity athletes, coaches, and staff will be required to sign a Release of Liability/Voluntary Assumption of Risk Form.

11. There is no food, tobacco products, gum, or outside drinks (except water in bottles with spill-proof lids) in the weight room.

12. The use of walkman-type tape or disc players is not allowed in the free weight area. This is an area in which technique is particularly important and strength coaches need to be able to communicate with the student-athlete at all times. An additional safety hazard occurs when an athlete's attention during a lift is focused on the walkman, rather than technique.

13. Obscene language and profanity is prohibited by all users.

14. No loitering in the varsity weight room.

IMPORTANT LIFTING GUIDELINES

1. Serious injury may occur during or as the result of improper lifting technique, a poorly designed exercise routine, or failure to use proper safety precautions. Consult the strength and conditioning coach if any questions arise concerning the use of weight room equipment, lifting technique or your exercise routine.

2. Report any weight room related injury to on-duty supervisor, coach or trainer immediately!

3. Due to congested weight room traffic and for the safety of all student-athletes utilizing the varsity weight room, please keep it free from any obstructions. Every weight in this facility has its proper place. Return all weights and collars to their proper rack when finished lifting. Dumbbell weights are to be returned to the rack between each set.

4. Never attempt heavy lifts alone…always have a spotter.

5. Safety considerations when performing any free weight squat routine include use of a weight belt, a spotter(s), a power rack with safety bars, and use of collars to secure the weights to the bar.

6. Safety considerations when performing any free weight bench routine include a spotter(s), a bench or incline rack with safety bars, and use of collars to secure the weights to the bar.

7. Never attempt to save an Olympic lift. If you ever lose control of an Olympic lift simply let go of the bar. Otherwise, carefully return the bar to the floor position before attempting another repetition.

Other Information

1. Student-athletes are eligible for class credit for their weight room workouts. To receive a passing grade, student-athletes are required to complete at least 30 hours per class, maximum one credit per class. Two classes are available, Peact 112, section 14 (fall semester), and Peact 101, section 2 (spring semester). These classes cannot be taken at the same time, and each may only be taken one time for credit during your career. See the director of physical development for details.

2. The Director of Physical Development has final say in all matters pertaining to authorized usage of the varsity weight room.
12.16e SUBJECT: WEIGHT ROOM - MUSIC POLICY  
(revised 12/02)

Use of the stereo, whether inserting music or adjusting the volume control, by student-athletes (without permission) is prohibited. The CD player is most frequently set on random mode in an effort to achieve variety in music selections.

RESPONSIBILITY

Physical Development Staff

1. Educate all users of the facility about the music policy.
2. Enforce the policy.

Student-Athlete

1. Be aware and abide by the music policy.
2. Do not enter the weight room offices or go behind the front desk without permission.

Staff/Other Users

1. Be aware and abide by the music policy.

12.16f SUBJECT: WEIGHT ROOM - EMERGENCY PROCEDURES  
(revised 12/02)

In an emergency - 8:00 a.m. – 6:00 p.m.

1. Find a full-time staff person and report what happened.
2. Call the athletic training office and have a trainer come over to assist (335-5485).
3. Call 911, give directions to Bohler Addition. Tell them to use the alley between Bohler Addition and the Field House. Open loading dock and storage room doors.
4. Clear the area where the accident occurred.

In an emergency - before 8:00 a.m. and after 6:00 p.m.

1. Find a full time staff person and report what happened
2. Call 911, give directions to the Bohler Addition. Tell them to use the alley between Bohler Addition and the Field House. Open loading dock and storage room doors.
3. Clear the area where the accident occurred.
4. Call the Head Athletic Trainer.

Varsity Weight Room Release of Liability/Voluntary Assumption of Risk Form

12.16g SUBJECT: WEIGHT ROOM – DRESS CODE  
(revised 4/06)
Weight Room Dress Code

**12.17 SUBJECT: STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)**
* (revised 12/02)  

The Student-Athlete Advisory Committee (SAAC) serves as a means to enhance communication, to increase cooperation with all persons concerned, to maintain the preservation of individual rights, and to encourage compliance with NCAA and Pacific-10 Conference regulations. The Washington State University SAAC additionally has the responsibility to elect representatives to the PAC-10 SAAC. SAAC includes at least one representative and one alternate elected yearly by each varsity sport. Sports with 35 or more members will have two representatives and an alternate. A designated staff member from the athletic department serves as the liaison and the Athletic Director, Senior Associate Athletic Director, and Senior Women’s Administrator serve in an advisory capacity.

**RESPONSIBILITY**

**Coach**

1. Facilitate the **election** of SAAC representative/s for the following academic year.

2. Forward team's representative/s to the staff liaison.

**SAAC Representatives**

1. Compete in his/her sport the year he/she is a member.

2. Attend all SAAC meetings. When absence is necessary, the alternate must attend. If both must be absent, a proxy may attend.
   
   a. If a team is not represented for four meetings in one semester, the team will be asked to designate new representatives.

3. Serve on various committees throughout his/her one-year term.

4. Elect a president, vice president and secretary who have participated at least two years on varsity team and have at least one-year experience on SAAC.

5. Update his/her team of recent topics discussed at SACC and request input to report back to bi-weekly SAAC meetings.

**Director of Athletics/Sr. Associate Athletic Director/SWA**

1. Provide guidance to SAAC in an advisory capacity.

2. Provide guidance to SAAC staff liaison.

3. Attend SAAC meetings and report applicable activities and deliberations back to executive, head coaches, directors, and support staff meetings.
4. Provide relevant and timely information to SAAC pertaining to student-athlete welfare. For example, PAC-10 and NCAA legislative proposals and departmental and university procedures.

**Staff Liaison**

1. Provide guidance to SAAC in an advisory capacity.

2. Schedule SAAC meeting dates (twice month).

3. Assist the SAAC President with committee selections, meeting agendas, and information collection/dissemination as requested.

4. Monitor the SAAC budget.

5. Select students to attend PAC-10 SAAC and Student-Athlete Forum.

**SAAC**

1. Bring issues/concerns of team members to SAAC meetings for discussion/resolution.

2. Report back to team members the activities, deliberations of SAAC.

3. Notify staff liaison, president, vice president, or secretary to request an issue be placed on the meeting agenda.

4. Call meetings of the athletic body, with or without staff, when necessary or when requested by ten or more student-athletes.

5. Provide opportunities for new student-athletes to meet SAAC representatives and staff early in the fall semester.

6. Hold elections for team representatives and officers before the end of the spring term.

7. Form committees to study in-depth any issues concerning the intercollegiate athletic program.

8. Vote on intercollegiate athletic matters as to represent the concern of the general athletic body.

9. Invite guest speakers to speak on intercollegiate athletic concerns, policies and procedures.

10. Serve on committees as requested to interview and recommend prospective intercollegiate athletic staff members.

11. Announce all meeting times to athletic staff and athletes.

12. Organize and participate in SAAC community outreach activities.
13. Coordinate student-athlete social activities (i.e., Varsity Ball, Cougar Talent Show).

14. Organize and monitor Senior Student-Athlete Banquet.

15. Nominate fellow SAAC members for PAC-10 SAAC scholarships.

16. If selected, represent WSU on PAC-10 SAAC.